

Academic Calendar and Teaching Plans 2021-22



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

Academic Calendar 2021-22

	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 2021	June	30	4	-	15	-	-	15	13	-
	July	31	4	1	26	-	-	26	-	-
	Aug	31	4+1* (Independence day)	2	24	-	-	24+1* (Independence day)	-	-
	Sept	30	4	4	22	-	-	22	5	Ganpati Break 10th Sept to 14th Sept 2021
	Oct	31	5	3	7	-	16	23	6	Odd semester exam from 11th October 2021
SUBTOTAL		153	21+1*	10	94	-	16	110+1*	24	-
Term End										
II 2021- 2022	Nov	30	4	13	13	-		13	13	Vacation- 1st Nov to 14th Nov 2021; Even semester begins- 15th Nov 2021
	Dec	31	4	1	21	-		21		Christmas break- 25/12/2021 to 31/12/2021
	Jan	31	5	1* (Republic day)	25	-	-	25		-
	Feb	28	4	1	23	-	-	23		-

	March	31	4	2	10	-	15	25	-	Even semester exam begins 14th March
	April	30	4	3	-	-	23	23	-	
	May	31	5	-	-	-	-	-	30	Summer vacation from 2nd May 2022- to 11th June 2022
SUBTOTAL		211	30	9+1*	92	-	38	130	43	-
TOTAL		364	52	19+1*	186	-	54	240+1*	67	-

First Term - 14th June 2021 to 31st October 2021 Both days

Second Term - 15th November 2021 to 1st May 2022 inclusive of both days

Ganpati Festival Break from 10th Sept to 14th Sept 2021 total 5 days inclusive of Ganesh Chaturthi

Diwali Vacation from 1st November, 2021 to 14th November, 2021 ** both days are inclusive

Winter Break 25th December 2021 to 31st December 2021 both days are inclusive

Summer Vacation from 2nd May, 2022 to 11th June, 2022 . ** - both days are inclusive.

Teaching Plans

B.Com

R. A. Podar College of Commerce & Economics

Teaching – Learning Plan for the Academic Year: 2021-22

Department of Accountancy

Program- B. com

Course- AFM I & 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
- 6) Accounting followed under Single Entry system
- 7) Accounting of NPO and Co-operative Housing Society
- 8) Maintaining Departmental Final Accounts
- 9) Accounting of Branch

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
I 2021	June	30	4	11	15	NIL	15	-	
	July	31	4	1	26	NIL	26	-	
	August	31	4+1* (Independence Day)	2	24	NIL	24+1* (Independence day)	1) Accounting Standards 2) Stock valuation	PPT, Case Study, MS. Word, Ms Excel, Black Board

	September	30	4	4	22	NIL	22	1) Capital and Revenue, Expenditure & Receipts 2) Stock Valuation	PPT, Case Study, MS. Word, Ms Excel, Black Board
	October	31	5	3	23	NIL	23	1) Final Accounts of a Sole Proprietor 2) Lease Accounting and Installment Sale Accounting	PPT, Case Study, MS. Word, Ms Excel, Black Board
	November	30	4	13	13	NIL	13	1) Lease Accounting and Installment Sale Accounting	PPT, Case Study, MS. Word, Ms Excel, Black Board
	December	31	4	6	8	13	21	1) Revision	
SUBTOTAL		214	30	40	131	13	144+1		
II Term 2021- 22	January	31	5	1 (Republic Day)	25	NIL	24+1	1) Single Entry 2) NPO	PPT, Case Study, MS. Word, Ms Excel, Black Board
	February	28	4	1	23	NIL	23	1) Single Entry 2) NPO	PPT, Case Study, MS. Word, Ms Excel, Black Board
	March	31	4	2	25	NIL	25	1) Branch Accounting 2) Departmental Final Accounts	PPT, Case Study, MS. Word, Ms Excel, Black Board
	April	30	4	3	NIL	23	23	1) Revision	PPT, Case Study, MS. Word, Ms Excel, Black Board
	May	31	5	26	NIL	NIL	NIL		
SUBTOTAL		151	22	33	73	23	96		
GRAND TOTAL		365	52	73	204	36	240+1		

EXPECTED LEARNING OUTCOMES-

Students are able to procure basic knowledge about purpose, authority for issuance of accounting standards. They get common understanding of rules or assumptions to be followed by all types of entities, thereby facilitating comprehensive and comparable financial information. Students are in a position to maintain the books of accounts of a manufacturing concern and accounting of NPO and Co-operative Housing Societies. Students were able to distinguish between the expenses and income along with its nature as to capital or revenue. It has helped them to understand the form and layout of Final Accounts of a proprietorship Manufacturer and also they got familiar with adjusting and closing entries. Students are able to learn about the methods for maintaining branch accounts and its respective accounting treatment, ascertain profit/loss made by Branch and take corrective measures against unprofitable branches.

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 Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Department of Commerce

Program: B.Com

Semester: I and II

Division: A-G

Course: Commerce I & II

No. of lectures (per week): 3

COURSE OUTCOMES:

							Environment 3. Internal Business Environment – Elements 4. External Business Environment: Micro & Macro –Elements 5. SWOC Analysis: Concept and Importance 6. WTO Agreements (TRIPs, TRIMs, GATS, AoA) 7. Major Trading Blocs (EU, ASEAN, SAARC, NAFTA) Entrepreneurship 1.Introduction: Concept and importance of entrepreneurship, 2. Factors Contributing to Growth of Entrepreneurship 3. Entrepreneur and Manager, Entrepreneur and Intrapreneur 4. Types of Entrepreneurs	case discussions Web/ YouTube links for reference
	Sept	30	4	4	22	-	5.Competencies Of An Entrepreneur 6. Training and Development centers in India. 7. Incentives to Entrepreneurs in India (Govt) 8. Start up space in India: Importance, Challenges and Solutions available in the changing scenario. 9. Women Entrepreneurs: Problems and Promotion. Setting up of Business 1.Introduction: Business Planning Process; 2. Concept and importance of Project Planning; Project Report; 3. Feasibility Study-Types, Importance. 4. Business Unit Promotion: Concept and Stages of Business Unit Promotion. 5. Location - Factors determining location, 6. Role of Government in Promotion Business Units	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Oct	31	5	3	7	-	7. Licensing and Registration Procedure, Filling returns and other documents, 8. Ease of doing business In India : Importance, India’s position worldwide 9. Sources of funding for starting up new business 10. Project on preparation of Business Plan	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								

II 2021-2022	Nov	30	4	13	13		Introduction to Services Sector 1. Concept of Services, Characteristics 2. Scope of Services 3. Importance of Service sector in the Indian context. 4. Marketing Mix for Service	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Dec	31	4	6	21		Consumer Expectations, 6. Managing Demand and Capacity, Role of Customer Relationship Management in Services Marketing 7. Case-studies of Successful Entrepreneurs in Services Sector Retailing 1. Concept of organized and unorganized retailing 2. Trends in retailing in India 3. Survival strategies for unorganized Retailers. 4. Retail Format: Store format, Non-Store format	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Jan	31	5	1* (Republic day)	25	-	5.Store Planning, design and layout. 6.IT in retailing 7. Mall Management, Retail Franchising, FDI in Retailing, Careers in Retailing. 8. Legal and ethical aspects in retailing 9. Case-studies: Successful Retailers in India & in the World- Walmart, TESCO, D- Mart, Lulu International. Recent Trends in Services Sector 1. ITES Sector: Concept and scope of BPO/ KPO/LPO 2. Enterprise Resource Planning 3. Trends in Aviation Sector 4. Trends in Banking Sector 5. Trends in Insurance Sector 6. Trends in Tourism Sector	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Feb	28	4	1	23	-	Trends in Logistics Sector 8. Trends in Health and Wellness 9. Trends in Hospitality Sector E – Commerce 1. E-Commerce-Concept, Functions. 2. Benefits of E-Commerce 3. Challenges of E-Commerce 4. Internet Payment systems 5. E-Commerce Business Strategies 6. Business Models of ECommerce	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

	Mar	31	4	2	10	15	Principles of Website Design 8. E-Marketing- Techniques 9.Cyber Security.	
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

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: 2021-22**

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

COURSE OUTCOMES:

Business Economics- I

CO.1- The learner shall be able to understand the concept of consumer demand and be able to analyse it using demand forecasting.

CO.2-The learner shall be able to explain consumer behaviour using ordinal utility analysis and be able to apply in the analysis to a variety of public policy issues.

CO.3-The learner shall be able to interpret the relationship between short run and long run production and supply.

CO.4-The learner shall be able to differentiate between various types of costs and also be able to illustrate the cost-output relationship in the short-run and long-run.

Business Economics- II

CO.1-The learner shall be able to understand and identify the functioning of the market structures of perfect competition, monopoly, monopolistic competition and oligopoly.

CO.2-The learner shall be able to acquire knowledge about the factor market and the determination of their pricing strategies under perfect and imperfect market conditions.

CO.3-The learner shall be able to identify pricing methods used in the business world.

CO.4-The learner shall be able to recognize market failure and the causes leading to it.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1st Term – 14th June 2021 to 31st October 2021

Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	-	-
	July	31	4	1	26	-	-	-
	Aug	31	4 +1* (Independence day)	2	24	-	-	-
	Sept	30	4	4	22	-	Demand Function and Demand Estimation; Ordinal Utility theory	1.Online teaching
	Oct	31	5	3	7	16	Consumer surplus Production function	1.Online teaching 2. Assignment 3. Class test
	Nov	30	4	13	13		Cost concepts Cost Output Relationship; Revision	1.Online teaching
	Dec	31	4	6	21		Revision	1.Online teaching
SUBTOTAL		214	29+1*	40	128	16		
2nd Term – 15th November 2021 to 1st May 2022								
II 2022	Jan	31	5	1* (Republic day)	25	-	Market Structure	1.Online teaching 2. Assignment
	Feb	28	4	1	23	-	Market Structure Factor Market Pricing Practices	1.Online teaching 2. Class Test
	Mar	31	4	2	10	15	Market Failure Revision	1.Online teaching
	April	30	4	3	-	23		

	May	31	5	26	-	-		
SUBTOTAL		151	22	32+1*	58	38		
GRAND TOTAL		365	52	72+1*	186	54		

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

2021-22

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 the official platform MS Teams.
2. PPT/ Audio-visual presentations
3. Case studies as per requirement.
4. Map Workbook/practice sessions.

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 workbook (World Map)	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.
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 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2020	June	30	04	11	15	-	15	13	-	-
	July	31	04	1	26	-	26	-	-	-
	Aug	31	04 + 01* (Independence Day)	02	24	-	24 + 01* (Independence Day)	-	-	-
	Sept	30	04	04	22	-	22	05	<ul style="list-style-type: none"> ● Environment: Meaning, definition, scope; Various spheres, Layers of atmosphere ● Meaning, definition, Classification & types of resources, 	1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations

									factors influencing resource; Resource conservation-meaning and methods	
Oct	31	05	03	07	16	23	06	<ul style="list-style-type: none"> ● Conventional and non-conventional resources, problems associated with and management of water, forest and energy resources-resource utilization and sustainable development. ● Concept of an ecosystem, functioning and structure; Food Chain and Food Web- Ecological Pyramids- Man and environment relationship; Importance and scope of Environmental 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations 	

									Studies	
Subtotal		153	21 + 1*	21	94	16	110 + 1*	24	-	-
II 2021	Nov	30	04	13	13	-	13	14	<ul style="list-style-type: none"> • Population explosion and arising concerns- Demographic Transition Theory- pattern of population growth in the world and in India and associated problems. • Concept of Urbanisation–Problems of migration and urban environment changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	Dec	31	04	06	21	-	21	07	<ul style="list-style-type: none"> • Measures taken to control population growth in India; 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need

									<p>Human population and environment- Environment and Human Health–Human Development Index – The World Happiness Index.</p> <ul style="list-style-type: none"> • Urban heat islands– Emerging Smart Cities and safe cities in India - Sustainable Cities • Map reading and filling 	<p>3. PPT/ Audio-visual presentations 4. PPT/ Audio-visual presentations of map interpretation and map filling exercises.</p>
Jan	31	05	01* (Republic Day)	25	-	25	-	<ul style="list-style-type: none"> • Classification, types and Sources of Solid Waste; Effects of Solid Waste Pollution, Solid Waste Management–solid waste management in Mumbai- Schemes and initiatives run by MCGM. 	<p>1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations</p>	

									<ul style="list-style-type: none"> Environmental Problems Associated with Agriculture, Food Security–Sustainable Agricultural practices, Environmental Problems Associated with Industries, GMO/Crops; Sustainable Industrial practices 	
	Feb	28	04	01	23	-	23	-	<ul style="list-style-type: none"> Contemporary environmental movements in India, Environmental Management: Concept, need and relevance; Concept of ISO 14000; Concept of Carbon Bank and Carbon Credit, EIA, ecological footprint; Environment 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations

									Protection Acts <ul style="list-style-type: none"> • Tourism: Meaning, Nature, Scope and importance– Typology of tourism with special reference to Ecotourism 	
	Mar	31	04	02	10	15	25	-	<ul style="list-style-type: none"> • Concept and components of GST an its applications in Environmental Management • Tourism potentials & challenges in India; Consequences of tourism, Ecotourism 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations
	April	30	04	03	-	23	23	-	<ul style="list-style-type: none"> • Map filling of Mumbai and Konkan 	<ol style="list-style-type: none"> 1. Online Lectures 2. Case studies as per need 3. PPT/ Audio-visual presentations 4. PPT/ Audio-visual

										presentations of map interpretation and map filling exercises.
	May	31	05	26	-	-	-	30	-	-
Subtotal		212	30	51 + 1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240 + 1*	75	-	-

First Term - 14th June 2021 to 31st October 2021 Both days

Second Term - 15th November 2021 to 1st May 2022 inclusive of both days

Ganpati Festival Break from 10th Sept to 14th Sept 2021 total 5 days inclusive of Ganesh Chaturthi

Diwali Vacation from 1st November, 2021 to 14th November, 2021 ** both days are inclusive

Winter Break 25th December 2021 to 31st December 2021 both days are inclusive

Summer Vacation from 2nd May, 2022 to 11th June, 2022 . ** - both days are inclusive.



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: 2021-22**

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

COURSE OUTCOMES:

Foundation Course I

CO.1-The learner shall understand factual aspects of Indian Society.

CO.2-The learner would understand the interrelationship between science and technology and contribution of science and technology to everyday life and to the quality of life.

CO.3-The learner shall be able to understand the Indian multicultural society and be able to appreciate the concept of diversity.

CO.4-The learner shall be able to understand the social problems related to gender.

Foundation Course II

CO.1- The learner shall understand the impact of globalization on the Indian Economy.

CO.2- The learner will become aware about the current status of Human Rights.

CO.3- The learner shall develop a sense of social responsibility and participatory approval towards society.

CO.4- The learner would be able to access and analyse the relationship between stressors and stress management techniques.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1st Term – 14th June 2021 to 31st October 2021

Semester	Month	Number of days	Sundays	Holidays	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-		
	July	31	4	1	26	-		
	Aug	31	4+1* (Ind day)	2	24	-	-	-
	Sept	30	4	4	22	-	Concept of diversity vs disparity; multi - cultural diversity; Communal Violence; Naxalism; gender issues.	1. Online teaching
	Oct	31	5	3	7	16	People with physical and mental disabilities; rehabilitation; Assignment	1. Online teaching 2. Assignment
	Nov	30	4	13	13	-	The Indian Constitution; features of the Constitution, Local self-government; 73 rd and 74 th Amendments; Women in politics	1. Online teaching 2. Case Study discussions
	Dec	31	4	6	21	-		
SUBTOTAL		214	29+1*	40	128	16		
2nd Term – 15th November 2021 to 1st May 2022								
II 2021-22	Jan	31	5	1* (Republic day)	25	-	Globalization and Indian Society; Impact of globalization on industry, agriculture	1. Online teaching
	Feb	28	4	1	23	-	Concept of Human Rights; UDHR;	1. Online teaching 2. Newspaper articles 3. Assignment
	Mar	31	4	2	10	15	Self and Personality development; Aggression and Violence, Coping mechanisms; Managing Stress and Conflict; Individual Conflict- resolution and efforts; Revision	1. Online teaching 2. Discussions

	April	30	4	3	-	23		
	May	31	5	26	-	-	-	-
SUBTOTAL		151	22	32+1*	58	38		
GRAND TOTAL		365	52	72+1*	186	54		

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 2021-22

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: 2021-22
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	11	15	-	-	15	Developing e-content	-
	July	31	4	1	26	-	-	26		
	Aug	31	4+ 1* (Independence Day)	2	24	-	-	24+1*(Independence Day)	Concept of communication Barriers to Communication Listening	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments
	Sept	30	4	4	22			22	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	5	3	7		16	16	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	4	13	13			13	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 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	Interviews Meeting Presentation skills Letters of Inquiry and reply to Inquiry	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	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 Commencement of even sem exam Supervision duty	<ul style="list-style-type: none"> • PPT • YouTube • Discussion Question & Answer session
	May	31	5	2+1* (Maharashtra Day)			23	23		
	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: 2021-22

Department: Mathematics

Program: B.Com

Teacher's Name:

1. Mrs. Manjusha Sawant
2. Dr. Asif Shaikh
3. Dr. Suresh Hiremath
4. Ms. Rebecca Braganza

Course: Mathematical and Statistical Techniques

Semester: I & II

Division: A-G

No. of lectures (per week): (5 Lectures + **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 2021-22

TERM I –06th September, 2021 to 31st December, 2021 Both days inclusive

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 2021	June	30	04	11	-	15	-	15	-	-
	July	31	04	01	-	26	-	26		
	Aug	31	04+01*	02	-	24	-	24+01*		
	Sept	30	04	04	19	22	-	22	Mathematics: Revision of Co-ordinate geometry, LPP Statistics: Measures of central Tendency	1.PPT 2. Problem sheet 3. MS Teams platform 4. Microsoft whiteboard 5. SAFE IIT-B App 6. Google forms

	Oct	31	05	03	23	23	-	23	Mathematics: LPP(Continued), Interest 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	04	13	13	13	-	13	Mathematics: 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	06	05	05	16	26	Mathematics: Remedial Lectures/ Revision Statistics: Decision Theory	
Subtotal		214	29+01*	40	60	128	16	149+01*		
TERM II-01st January, 2022 to 31st May, 2022 inclusive										

II 2022	Jan	31	05	01*	25	25	-	25	Mathematics: Revision of Derivatives Statistics: Correlation	1.PPT 2. Problem sheet 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	03	13	13	10	23	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	08+02*	86	86	33	119		
Grand Total		365	51+01*	48+02*	146	214	49	268+01*		

First Term - 15th June, 2021 to 31st December, 2021 Both days inclusive

Second Term - 01st January, 2022 to 30th April, 2022 Both days 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, Thopmson Publication.
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 low price editions, 2000.
26. Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
27. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd

Program- B. com
Course- AFM III & IV
Semester- 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 understand the accounting treatment followed while amalgamation of partnership firm
- 4) To ascertain the profit earned by the company prior to incorporation
- 5) The procedure and accounting of issue of shares of the company
- 6) To understand the accounting treatment for redemption of Preference shares and Debentures
- 7) To acquaint learners with the accounting of conversion of Partnership Firm into a Limited Liability Partnership.

Sem	Month	Number of days	Sundays	Holidays	Teaching days	Exam. Days	No. of Working days	Topics Covered	Teaching Aids
III 2021	June	30	4	11	15	NIL	15	1. Partnership Final Accounts based on Adjustment of Admission, Retirement/Death of Partner/s-	PPT, Case Study, MS Word, MS Excel
	July	31	4	1	26	NIL	26	1) Partnership Final Accounts based on Adjustment of Admission, Retirement/Death of Partner/s- 2) Piecemeal Distribution of Cash	PPT, Case Study, MS. Word, MS Excel
	August	31	4+1* (Independence Day)	2	24	NIL	24 + 1 (Independence Day)	1) Amalgamation of Partnership Firms 2) Ascertainment and Treatment of Profit Prior to Incorporation	PPT, Case Study, MS. Word, MS Excel

	September	30	4	4	22	NIL	22	1) Amalgamation of Partnership Firms 2) Ascertainment and Treatment of Profit Prior to Incorporation	PPT, Case Study, MS. Word, MS Excel
	October	31	5	3	7	16	23	1) Revision	PPT, Case Study, MS. Word, MS Excel
	SUBTOTAL	153	21+1	21	94	16	110 + 1		
IV Term 2021-22	November	30	4	13	13	NIL	13	1) Introduction to Company Accounts 2) Issue, Conversion & Redemption of Preference Shares	PPT, Case Study, MS. Word, MS Excel
	December	31	4	6	21	NIL	21	1) Issue, Conversion & Redemption of Preference Shares	PPT, Case Study, MS. Word, MS Excel
	January	31	5	1 (Republic Day)	25	NIL	24 + 1	2) Issue, Conversion & Redemption of Debentures 3) Conversion of Partnership Firms into Limited Liability Partnership (LLP)/Limited Company	PPT, Case Study, MS. Word, MS Excel
	February	28	4	1	23	NIL	23	1) Conversion of Partnership Firms into Limited Liability Partnership (LLP)/Limited Company	PPT, Case Study, MS. Word, MS Excel
	March	31	4	2	10	15	25	1) Revision	PPT, Case Study, MS. Word, MS Excel
	April	30	4	3	NIL	23	23	1) Examination	PPT, Case Study, MS. Word, MS Excel
	May	31	5	26	NIL	NIL	NIL		
	SUBTOTAL	212	30	51+1	92	38	130		
	GRAND TOTAL	365	52	73	186	54	240+1		

EXPECTED LEARNING OUTCOMES-

Learners are able to prepare final accounts of the partnership firm on reconstruction of firm on account of admission or departure of any partner from the firm. Students were able to illustrate the procedure for preparation of Final Accounts of a Partnership Firm in case of Admission, retirement and death of a Partner and develop professional skill to prepare Final Accounts. Learners are able to learn how to prioritize the dues payable to various stakeholders of the firm on statutory and conservative basis. Learners are able to systematically distribute cash at the time of dissolution of Partnership which aided them in preparing Statement of Piecemeal Distribution of Cash. Learners are able Pass necessary journal entries in the books of amalgamating / old firms and also in the books of amalgamated / new firm. The learners are able to understand the different “ratios” used in ascertaining profit prior to incorporation. Also, they are able to apportion various expenses and incomes between pre- and post-incorporation periods using different bases. The learners understood and applied the logical sequence involved in redemption of preference shares. Learners also understood how to create and utilize “capital redemption reserve account”. 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: 2021-22

Department of Accountancy

Program- B. com

Course- AFM V & VI

Semester- III-IV

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
III 2021	June	30	4	11	15	NIL	15	1) Introduction to Management Accounting	PPT, Case Study, MS. Word, MS Excel
	July	31	4	1	26	NIL	26	1) Ratio Analysis and Interpretation	PPT, Case Study, MS. Word, MS Excel
	August	31	4+1* (Independence Day)	2	24	NIL	24 + 1 (Independence Day)	1) Working Capital Management 2) Capital Budgeting	PPT, Case Study, MS. Word, MS Excel
	September	30	4	4	22	NIL	22	1) Working Capital Management 2) Capital Budgeting	PPT, Case Study, MS. Word, MS Excel

	October	31	5	3	7	16	23	1) Revision	PPT, Case Study, MS. Word, MS Excel
	SUBTOTAL	153	21+1	21	94	16	110 + 1		
IV Term 2021-22	November	30	4	13	13	NIL	13	1) Introduction to Auditing	PPT, Case Study, MS. Word, MS Excel
	December	31	4	6	21	NIL	21	1) Audit Planning, Procedures and Documentation	PPT, Case Study, MS. Word, MS Excel
	January	31	5	1 (Republic Day)	25	NIL	24 + 1	1) Auditing Techniques : Vouching & Verification	PPT, Case Study, MS. Word, MS Excel
	February	28	4	1	23	NIL	23	1) Auditing Techniques : Vouching & Verification	PPT, Case Study, MS. Word, MS Excel
	March	31	4	2	10	15	25	1) Revision	PPT, Case Study, MS. Word, MS Excel
	April	30	4	3	NIL	23	23	1) Examination	PPT, Case Study, MS. Word, MS Excel
	May	31	5	26	NIL	NIL	NIL		
	SUBTOTAL	212	30	51+1	92	38	130		
	GRAND TOTAL	365	52	73	186	54	240+1		

EXPECTED LEARNING OUTCOMES-

Learners are able to critically analyse and provide recommendations to improve the operations of organizations through the application of management accounting techniques. Learners are able to analyze companies and understand whether they are investment grade or not. Learners are acquainted how to relate quantitative data and financial statements to decode a good company. Learners are able to evaluate comparative working capital management policies and their impact on the firm's profitability, liquidity, risk and operating flexibility. Also, they are able to evaluate the importance of effective working capital management and its role in meeting the firm's strategic objectives and its impact in value creation. 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. Learners are able to outline the basic objective of Auditing, the concepts of errors and frauds, principles of audit and different types of audit. Learners are able to construct the factors involved in preparation of Audit plan and Audit programme. They also understood the concept and importance of Audit working papers. Learners are able to evaluate the importance of assessment of internal control and internal checks.

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
- 4) Cost and Management Accounting - Colinn Dury 7th Edition
- 5) Cost and Management Accounting- Dbarshi Bhattacharyya Pearson Publications 2013 edition
- 6) Management Accounting - M. Y. Khan
- 7) Management Accounting - I. M. Pandey 5. S. K. Basu – Fundamentals of Auditing 2009
- 8) Pankaj Kumar Roy – Auditing
- 9) Tondon B. N. – Handbook on Practical Auditing
- 10) S. K. Basu – Auditing: Principles and Techniques
- 11) ` Kamal Gupta – Contemporary Auditing



S.P. Mandali's

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

Department of Commerce and Business Management

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Dr. SHOBANA VASUDEVAN

Program: B.Com

Course: Business Management – I & II

Semester: III and IV

Division: A-G

No. of lectures (per week): 3

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: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-	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	Chalk &Talk, Case Study, PPT
	July	31	4	1	26	-	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.	Chalk and talk, PPT, Case-study, Role Play Case studies, research surveys and review of business articles
	Aug	31	4+1* (Independence day)	2	24	-	Module-III : Product 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.	Chalk and talk, PPT, Case-study ,Role Play Case studies, YouTube videos, debates &group discussions Profiles of India Thinkers/Entrepreneurs/ Pioneers

	Sept	30	4	4	22	-	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	Chalk and talk, PPT, Case-study, Role Play. Case studies of companies that are successful/failures in India and globally
	Oct	31	5	3	7	-	REVISION LECTURES	
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
IV 2021-2022	Nov	30	4	13	13		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	Chalk and talk, PPT, Case-study, Role Play
	Dec	31	4	6	21		Module 2: Promotion 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	Chalk and talk, PPT, Case-study, Role Play
	Jan	31	5	1* (Republic day)	25	-	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	Chalk and Talk. PPT, Case Study

							organizational purchase decision process (with respect to different buying situations)	
	Feb	28	4	1	23	-	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 Recent trends in Services Marketing. Problems in Marketing ‘Services’	Chalk and Talk, PPT
	Mar	31	4	2	10	15	REVISION LECTURES	
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

BOOKS RECOMMENDED FOR BM I:

- 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-valuable-global-retail-brands/#.WF1IJIN97IV>(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 Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Department of Commerce

Program: B.Com

Course: Commerce III & IV

Semester: III and IV

Division: A-G

No. of lectures (per week): 3

TEACHING OBJECTIVES:

Sem III (Management: Functions and Challenges)

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

Sem IV (Management: Production & Finance)

1. To acquaint the learners with the basic concepts of Production Management, Inventory Management & Quality Management.
2. To impart the basic orientation towards the institutional framework of Indian Financial System.
3. To update the learners with the different markets and its players in Indian Financial System and their relevance to India's Economy.
4. It will also orient them on how to invest in these financial markets.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-	Management: Concept, Importance of Management, Functions of Management; Managerial Competencies Levels of Management Managerial roles based on Mitzberg's Theory. • Evolution of Management Thoughts Scientific Management by F.W.Taylor's	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	July	31	4	1	26	-	, General Management Theory by Henri Fayol, Human Relations Approach by Elton Mayo - Hawthorne experiments. • Ancient and Modern Management Approach Chanakya 'Arthshastra' Management Practices by Indian Values Peter Drucker's Dimensions of Management. • Advantages; Management Information System- Concept, Components.	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Aug	31	4+1* (Independence day)	2	24	-	Planning - Steps, Importance, Components; Coordination – Importance • M.B.O - Process, Advantages; Management by Exception- • Decision Making -Techniques, Essentials of a Sound Decision Making. • Organising - Organization Structures – Line & Staff Organization, Tall and Flat Organisation, Matrix Organization, Virtual Organization, Formal/s Informal Organization.	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Sept	30	4	4	22	-	Departmentation –Meaning, Bases; Span of ManagementFactors - Graicunas formula Influencing Span of Management. • Delegation of Authority- Barriers to Delegation, Measures to overcome barriers. • Motivation: Factors influencing	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

							Motivation. • Leadership: Styles and Qualities. Controlling: Techniques of controlling. • Merger and Acquisitions – challenges of integrating corporate culture. Turnaround– challenges for top management during turnaround process.	
	Oct	31	5	3	7	-	Closure – Procedural challenges of closing a business enterprise. • Change and Disruptions– challenges posed by technology gap.	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
IV 2021-2022	Nov	30	4	13	13		Production Management: Meaning, Objectives, Scope. • Production Systems: Concept, Types - Continuous and Intermittent. • PPC : Concept and steps in PPC. • Productivity: Concept, Factors Influencing Productivity, Measures for improving Productivity, Productivity in different economies	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Dec	31	4	6	21		Measures for improving Productivity, Productivity in different economies. • Inventory Management: Concept and Objectives • Inventory Control: Techniques. • Introduction to Quality: Dimensions of Quality. • Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost, Prevention Cost. • Quality Circle: Features. Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 Kaizen – Process	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Jan	31	5	1* (Republic day)	25	-	Service Quality Management: Concept and Importance. • SERVQUAL Model: Measures to improve service quality. • Structure of Indian Financial Market • Financial Institutions: (Banking and Insurance) , Role of Financial Institutions	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

							in a developing country like India • Financial Markets: Money market and its Instruments, Capital Market and its Participants. • Stock Exchange and Commodity Exchange: Functions.	
	Feb	28	4	1	23	-	Regulatory and Promotional Institutions: Understanding the Role of RBI, SEBI, IRDA, PFRDA. • Depositories in India – Role. • Credit Rating Agencies in India - CRISIL, CARE, and ICRA and CIBIL. Mutual Funds: Factors responsible for growth of mutual funds, related risks – Systematic Investment Plan. • Commodity Market and Commodity Boards: Concept and relevance in Indian Market. • Derivatives Market: Meaning and Risks. • Bond Market: Concepts and Types	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Mar	31	4	2	10	15	Micro Finance – Importance, Role of Self Help Groups. • Personal finance – Preparing Individual Savings, Investment and Pension (NPS) Plans.	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

1. Gene Burton, Manab Thakur . Management Today Principles& Practice-, Tata McGrawHill,Publishing Co.Ltd., 1995
2. Heinz Wehrich & Harold Koontz .Management: Global Prospective –, Tata McGraw- Hill, Publishing Co.Ltd. , 2015
3. Heinz Wehrich, Mark V Cannice, et al. Management: A Global, Innovative and Entrepreneurial Perspective (15th Edition), 2019.
4. Peter Drucker .Management –Task ,Responsibility , Practices – Truman Talley Books / E.P. Dutton / New York, 1993.
5. Viswanathan Rajeesh . Principles Of Management : Concepts &Cases . - 1st ed . - Mumbai : Himalaya Publishing House , 2010
6. Viswanathan Rajeesh, Bhat K.Shridhara. Principles Of Management : Concepts & Cases Mumbai Himalaya Publishing House 2010
7. Ramasamy T . Principles of Management. - Mumbai : Himalaya Publishing House , 2014
8. Ramasamy T. Ramasamy .Principles of Management,Mumbai, Himalaya Publishing Hous, 2014
9. Jain T.K . Chugh Preeti. Principles of Marketing Management. - Jaipur : Garima Publication , 2017

10. Vasishth Neeru ; Vasishth Vibhuti . Taxmann's Principles of Management: Text & Cases / 4th ed . - New Delhi, 2019.
11. Indian Financial System—Bharathi Pathiak, Pearson Publication, 2010.
12. Financial Institutions and Markets : Structure Growth & Innovations – L.M.Bhole , Jitendra Mahakad, Tata McGraw Hill, 2017.
13. The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya Publishing, 2010.
14. Indian Financial System – M.Y.Khan, Tata McGraw –Hill, 2006.
15. Production and Operations Management –Anandkumar Sharma, Anmol Publication, 2007.
16. What Every Indian Should Know About Investing – Vinod Potttayil, Imagine Books Pvt. Ltd., 2017.



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: 2021-22

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

COURSE OUTCOMES

Business Economics III

CO.1- The learner shall be able to define key macroeconomic indicators and measures of economic growth and understand how the different economic conditions affect the trade cycle.

CO.2- The learner shall be able to understand the tenets of Keynesian Economics and apply the tenets through various Keynesian tools.

CO.3- The learner shall be able to analyse the role of money in the economy and the integration of the markets with the help of the IS-LM model.

CO.4- The learner shall be able to describe the concept of inflation and interpret its relationship with unemployment through the Phillips curve.

Business Economics IV

CO.1- The learner shall be able to acquaint themselves with the basics of public finance and the role of government in the economy.

CO.2- The learner shall be able to interpret the revenue patterns of modern governments and the efficiency and distributional effects of taxation.

CO.3- The learner shall be able to demonstrate the effects of public expenditure and debt in an economy.

CO.4- The learner shall be able to define fiscal policy, identify the role of taxation and spending and evaluate the concept of fiscal federalism in India.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term – 14th June 2021 to 31st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	11	15	-	-	-
	July	31	4	1	26	-	Macroeconomics: Meaning, Scope and Importance, National Income, Circular Flow of Income; Trade Cycles, The Principle of Effective Demand, Consumption Function, Investment function and Marginal Efficiency of capital.	1. Online teaching
	Aug	31	4+1* (Independence Day)	2	24	-	Investment Multiplier effect on Income and Output, Relevance of Keynesian theory tools to the developing countries, Demand for Money, Money Supply.	1. Online teaching 2. Assignment 3. Class test
	Sept	30	4	4	22	-	The IS-LM model of integration of commodity and money markets, Inflation, The Short-Run Trade-off between Inflation and Unemployment, Supply Side Economics.	1. Online teaching 2. Assignment 3. Newspaper articles
	Oct	31	5	3	7	16	Revision	1. Online teaching
SUBTOTAL		153	21+1*	21	94	16		
2 nd Term – 15th November 2021 to 1st May 2022								
IV 2021-2022	Nov	30	4	13	13		Meaning and Scope of Public finance, Major fiscal functions, Principle of Maximum Social Advantage, Relation between Efficiency, Markets and Governments, The concept of Public Goods and the role of Government	1. Online teaching
	Dec	31	4	6	21		Sources of Public Revenue, Shifting of tax burden, Economic Effects of taxation, Redistributive and Anti-Inflationary nature of taxation	1. Online teaching 2. Assignment
	Jan	31	5	1* (Republic day)	25	-	Public Expenditure, Public Debt.	1. Online teaching 2. Class Test

	Feb	28	4	1	23	-	Fiscal Policy, Contra cyclical Fiscal Policy and Discretionary Fiscal Policy, Budget, Fiscal Policy, Indian Public Finance	1. Online teaching 2. Newspaper articles 3. Budget Discussion
	Mar	31	4	2	10	15	Revision	1. Online teaching
	April	30	4	3	-	23		
	May	31	5	26	-	-	-	
SUBTOTAL		212	30	51+1*	92	38		
GRAND TOTAL		365	52	73	186	54		

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: 2021-22**

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

Program:B.Com: Foundation Course III and IV

Semester: III&IV (S.Y.B. Com) **Division:** A-G

No. of lectures (per week): 3

COURSE OBJECTIVES:

Semester-III

CO-1: The learner shall be able to understand the issues of contemporary India and the affirmative actions taken by the government to address them.

Co-2: The learner shall be able to understand the essence of scientific temper which is characterised by observation, experimentation and validation.

CO-3: The learner shall be able to understand the remedial measures taken to address human rights issues.

CO-4: The learner shall be aware and be able to empathise about the various issues faced by the marginalized sections of society.

Semester-IV

CO-1: The learners shall become aware of contemporary rights and their role in building a healthy society.

CO-2: The learner shall develop a sense of responsibility with respect to usage of technology.

CO-3: The learner shall improve interpersonal and soft skills required for professional life.

CO-4: The learner shall become aware about human rights, issues related to migration, disaster management and weaker sections of the society and thus develop a humanitarian approach in addressing such issues.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-		-
	July	31	4	1	26	-	Human Rights Provisions, Violations and Redresal-Scheduled Castes; Scheduled tribes; Women; Children	1. Online teaching 2. Case Study discussion 3. Class Test- I
	Aug	31	4+1* (Independence day)	2	24	-	Issues of Contemporary India- White collar crimes, Students and youth unrest; Senior citizens: Problems and Constitutional Measures; Public Health, Mental health issues; Physical Education and Sports a need of the society	1. Online teaching 2. Case Study Discussion 3. Class Test-II
	Sept	30	4	4	22	-	Nature of science; Achievements of Indians in science & technology; Science in everyday life; Interrelation and distinction between science and technology	1. Online teaching 2. Documentary Viewing
	Oct	31	5	3	7	-	Revision	1. Online teaching
SUBTOTAL		153	21+1*	10	94	16		
2 nd Term – 15 th November 2021 to 1 st May 2022								
IV 2021-2022	Nov	30	4	13	13		Human Rights Provisions, Violations and Redressal-II Human right issues dealing with migration; Rights of Differently abled people,	1. Online teaching 2. Case Study Discussion
	Dec	31	4	6	21		Human Rights issues in addressing disasters; Humanitarian approach to resettlement and rehabilitation.	1. Online teaching 2. Case Study Discussion 3. Class Test-I

	Jan	31	5	1* (Republic day)	25	-	Significant, Contemporary Rights of Citizens Rights of Consumers; Right to Information; Right to Privacy; Cybercrimes	1. Online teaching 2. Case study discussion 3. Class Test-II
	Feb	28	4	1	23	-	Science and Technology – II Information and Communication Technology; Biotechnology and Genetic engineering ; Basics of Artificial Intelligence; Issues of Control, Access and Misuse of Technology	1. Online teaching 2. Documentary Viewing
	Mar	31	4	2	10	15	Revision	
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

1. Bajpai, Asha, *Child Rights in India*, Oxford University Press, New Delhi, 2010.
2. Kaushal, Rachana, *Women and Human Rights in India*, Kaveri Books, New Delhi, 2000.
3. Motilal, Shashi, and Nanda, Bijoy Lakshmi, *Human Rights: Gender and Environment*, Allied Publishers, New Delhi, 2007.
4. Sathe, Satyaranjan P., *Judicial Activism in India*, Oxford University Press, New Delhi, 2003.
5. Singh, Ashok Kumar, *Science and Technology for Civil Service Examination*, Tata McGraw Hill, New Delhi, 2012.
6. Thorpe, Edgar, *General Studies Paper I Volume V*, Pearson, New Delhi, 2017.
7. Brown K.M., ``Physical Activity and Health: An Interactive Approach,`` Jones and Bartlett Publisher
8. Corbin, C. B., G. J. Welk, W. R Corbin, K. A. Welk, ``Concepts of Physical Fitness: Active Lifestyle for Wellness,`` McGraw Hill, New York, USA.
9. Anspaugh, D.J., G. Ezell and K.N. Goodman, ``Teaching Today Health,`` Mosby Publishers
10. Brown K.M., ``Physical Activity and Health: An Interactive Approach,`` Jones and Bartlett Publisher
11. Robert W. Stern, ``Introduction: Change, the societies of India and Indian society`` Cambridge University Press
12. Singh. Y, ``Indian Sociology social conditioning and emerging concerns,`` Vistaar publication

13. Debal K. Singha Roy, `` Social Development and the Empowerment of Marginalized Groups,`` Sage Publications
14. Dereze Jean and SenAmartya, `` India Development and Participation,`` Oxford University Press.
15. Elain Rich and Kevin Knight, `` Artificial Intelligence``, TMH
16. Sahni, Pardeep et. al., ``Disaster Mitigation Experiences And Reflections``, Prentice Hall Of India
17. Sharma J. P and Kanojia, Sunaina. Cyber Laws, New Delhi: Ane Books Pvt Ltd.
18. Taxmann Publications Pvt. Ltd., New Delhi, Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules 2000 with Information Technology Act 2000.
19. Datta, A., 2016, ``Dealing with Dislocation: Migration, Place and Home among Displaced Kashmiri Pandits in Jammu and Kashmir``, Contributions to Indian Sociology, 50 (1), Pp. 52- 79.
20. Castles, Stephen. 2003. ``The International Politics of Forced Migration``, Development, 46(3): 11-20.
21. Chatterjee, C and Sheoran, G. (2007). Vulnerable groups in India. The Centre for Enquiry into Health and Allied Themes (CEHAT), Mumbai.
22. Robinson Rowena.2007. Indian Muslims: The varied dimensions of marginality, EPW XLII (10). Verma, V. 2011. Conceptualising Social Exclusion: New Rhetoric or Transformative Politics? EPW XLVI (50)
23. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill publications
24. Quantitative Aptitude for Competitive Examination by R.S. Agarwal, S. Chand publications



S.P. Mandali's

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

Department of Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Department of Commerce

Program: B.Com

Semester: III and IV

Division: A-G

Course: Advertising I and II

No. of lectures (per week): 3

TEACHING OBJECTIVES:

Semester III (Advertising – I)

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. To provide insight about how organization's /ad agencies relay information through mass media to large segment of the viewers at the same time.
4. To explain the different forms of advertising and stimulate interest among students about the new trends in advertising.

Semester IV (Advertising – II)

1. It identifies creativity relevant to selected media, to orient learners towards the practical aspects and techniques of advertising.
2. It is expected that this course will prepare learners to lay down a foundation for advanced post-graduate courses in advertising.
3. Learners will be able to highlight the importance of integrating, commercial, visual and communication skills in advertising.
4. It motivates students to consider career options in the field of advertising.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-	Advertising: Concept, Characteristics, Evolution of Advertising, Active Participants, Benefits of advertising to all stakeholders. · Integrated Marketing Communication (IMC): Concept, Elements, The Communication Process, Role of advertising within IMC during different stages of a Product's Life Cycle (PLC)	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	July	31	4	1	26	-	Brand Building: Brand Name – Characteristics, Brand Positioning, Brand Loyalty and Brand equity – Concept and Significance, Role of advertising in managing Brand · Economic Aspects: Effect of advertising on consumer demand, innovation, monopoly, competition and market expansion , pricing, criticisms in advertising	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Aug	31	4+1* (Independence day)	2	24	-	Social Aspects: Ethical and social issues in advertising, positive and negative influence of advertising on Indian values and culture, Influence of Advertising on Children. · Consumer Protection: Regulation & Self- Regulation of Advertising Objectives and Role of the following: · i. ASCI · ii. FSSI · iii. Ministry of Consumer Affairs · iv. Role of Consumer Protection Act, 1984 with reference to Advertising · Traditional Media: Print, Broadcasting, Out-Of-Home advertising and films - advantages and limitations of all the above traditional media New Age Media: Digital Media /	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

							Internet Advertising – Forms, Significance and Limitations · Media Research: Concept, Importance, Tools for Media Research - ABC and BARC & TRP, National Readership Survey		
	Sept	30	4		4	22	-	Forms of advertising: · Based on Target audience- Industrial advertising , Professional, Trade(B2B), Consumer (B2C) · Based on Functions – Product/ Service , Institutional, Generic, Financial Advertising, Soft Sell (Indirect Action)- Hard-Sell advertising (Direct Action) Based on Geographic Location: Local, regional, national and international advertising Advantages of each form of advertising · Special purpose advertising: Rural advertising, Political advertising, Advocacy advertising, Corporate Image advertising, Green Advertising – Pro Bono/Social advertising Features of each type of special purpose advertising · Advertising Trends in India: Media, Advertisers, Ad Agencies	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Oct	31	5		3	7	-	Innovation and technology in Advertising (Use of Artificial Intelligence, QR Code, E- logo, digital music logos, etc.)	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
SUBTOTAL		153	21+1*		10	94	16		
2nd Term – 15th November 2021 to 1st May 2022									
IV 2021-2022	Nov	30	4		13	13		Advertising Campaign: Concept, Steps in Advertising Campaign Planning - Determining advertising objectives –AIDA Model and DAGMAR model · Advertising Budgets: Factors determining advertising budgets, methods of setting advertising budgets, Media Objectives - Reach, Frequency and GRPs	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

	Dec	31	4	6	21		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 · Creative aspects: Buying Motives - Types, Selling Points- Features, Appeals – Types, Concept of Unique Selling Proposition (USP) · Creativity through Endorsements: Endorsers – Types, Celebrity Endorsements– Advantages and Limitations, High Involvement and Low Involvement Products	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Jan	31	5	1* (Republic day)	25	-	Preparing print ads: Essentials of Copywriting, Copy – Elements, Types, Layout- Principles, and Illustration - Importance. · 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 platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Feb	28	4	1	23	-	Advertising 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 · Careers in advertising: Skills required for a career in advertising, Various Career Options, · Freelancing Career Options – Graphics, Animation	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Mar	31	4	2	10	15	Modelling, Dubbing, Careers in Digital Advertising / Social Media Advertising.	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	April	30	4	3	-	23		

	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

1. Advertising: Planning and Implementation, 2006 – Raghuvir Singh, Sangeeta Sharma – Prentice Hall.
2. Advertising Management, 5th Edition, 2002 –Batra, Myers and Aaker – Pearson Education.
3. Advertising and Promotion: An Integrated Marketing Communications Perspective, 10th Edition.
4. George Belch and Michael Belch, 2015, McGraw Hill Education.
5. Advertising Principles and Practice, 2012 - Ruchi Gupta – S.Chand Publishing.
6. Advertising, 10th Edition, Sandra Moriarty, Nancy D Mitchell, William D. Wells, 2010 Pearson Advertising and Promotion: An Integrated Marketing Communications Perspective (SIE) –
7. Contemporary Advertising, 15th Edition, William Arens, Michael Weigold and Christian Arens, Hill Higher Education, 2017.
8. George E Belch, Michael A Belch and Keyoor Purani –9th Edition, 2011 - McGraw Hill Education.
9. Integrated Advertising, Promotion, and Marketing Communications, Kenneth E. Clow and Donald E. Baack, 5th Edition, 2012 – Pearson.
10. Kotler Philip and Eduardo Roberto, Social Marketing, Strategies for Changing Public Behaviour, The Free Press, New York, 1989.
11. Kleppner’s Advertising Procedure – Ron Lane and Karen King, 18th edition, 2011 – Pearson.
12. The Advertising Association Handbook - J. J. D. Bullmore, M. J. Waterson, 1983 - Holt Rinehart & Winston.
13. Strategic Brand Management – Kevin Lane Keller, 4th Edition, 2013 – Pearson Education limited.

Websites:

1. <http://www.davp.nic.in>
2. <https://ascionline.org/>
3. <https://www.fssai.gov.in/>
4. <https://doordarshan.gov.in/revised-code-commercial-advertising-doordarshan>
5. <https://consumeraffairs.nic.in/>



S.P. Mandali's

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

Department of Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Department: Commerce

Program: B.Com

Semester: III and IV

Division: A-G

Course: Business Law- I and II

No. of lectures (per week): 3

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: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-	Negotiable Instruments: • Concept (S13), Characteristics, Classification of Negotiable Instruments (Ss. 11, 12, 17-20, 42, 43, 104,134,135)	MS-teams platform, Google Classroom PPT presentation case discussions Web/YouTube links for reference Chanakya Niti E-Book, Audio Book link
	July	31	4	1	26	-	Maturity of Instruments. • Promissory Note : (Ss. 4,5, 108-116)-Concept, Essentials of Promissory Note, , Essential features of promissory note, Kinds Promissory note	MS-teams platform, Google Classroom PPT presentation case discussions Web/YouTube links for reference
	Aug	31	4+1* (Independence day)	2	24	-	Miscellaneous Provisions: (S. 8-10, 22, 99-102, 118-122, 134-137) – Parties Negotiable instruments Holder	Showing the actual MOA and AOA of companies. Case study
	Sept	30	4	4	22	-	Holder in due course, Rights & Privileges of Holder in due course, Payment in due course, • Noting & Protest (99-104A) • Banking Regulation Act: Introduction and relevance Insurance Regulatory And Development Authority (IRDA): Introduction • Insurance Regulatory And Development Authority (IRDA): relevance	MS-teams platform, Google Classroom PPT presentation case discussions Web/YouTube links for case study and reference
	Oct	31	5	3	7	-		
SUBTOTAL		153	21+1*	10	94	16		
2 nd Term – 15 th November 2021 to 1 st May 2022								
IV 2021-2022	Nov	30	4	13	13		Consumer Protection Act – Concept Objects	MS-teams platform, Google Classroom PPT presentation Web presentation. case discussions Web/YouTube links for reference
	Dec	31	4	6	21		Reasons for enacting the Consumer Protection Act, Definition of Consumer, •	MS-teams platform, Google Classroom PPT presentation

							Consumer Dispute, Complaint, Complainant, Defect, • Deficiency, Consumer Dispute, • Unfair Trade Practices, Goods and Services	Web presentation. case discussions Web/YouTube links for reference
	Jan	31	5	1* (Republic day)	25	-	Consumer Protection Councils & Redressal Agencies: District, State & National. SEBI Listing Obligation and Disclosure Requirement Act, (LODR).	MS-teams platform, Google Classroom PPT presentation Web/YouTube links for reference
	Feb	28	4	1	23	-	Information Technology Act 2000: Introduction and relevance • Intellectual Property Right (IPR): Concept, Nature, Introduction & background of IPR in India.	MS-teams platform, Google Classroom PPT presentation Web/YouTube links for reference
	Mar	31	4	2	10	15		
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

- The Negotiable Instruments Act: Bhashyam & Adiga, Bharat Law House.
- The Negotiable Instruments Act: Avatar Singh, Eastern Book Company
- Consumer Protection Law and Practice by Dr. V.K. Agarwal, Bharat Law House.
- Laws Relating to Intellectual Property, Universal Law Publishing Co. Dr. B.L. Wadhwa
- Handbook on RTI Act – by Shri P. K. Das, Publisher: Universal Law Publishing - An Imprint of LexisNexis; Fifth edition (1 August 2016).

R. A. Podar College of Commerce & Economics

Matunga, Mumbai-19

Teaching Plan 2021-22

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>	09
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	-
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	Yes
12	Any Other, Pl Specify: Guest lecture, Documentary making	
	Total Hours of Learning	108

Teaching – Learning Plan for the Academic Year: 2021-22
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
	June	30	4	11	15	-	-	15	Developing e-content	-
	July	31	4	1	26	-	-	26	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
	Aug	31	4+ 1* (Independence Day)	2	24	-	-	24+1*(Independence Day)	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 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
	Sept	30	4	4	22			22	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 Revision Assignments Submission	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions • Case Studies Assignments
	Oct	31	5	3	7		16	16	Exam	Supervision
	Subtotal	153	21+1*	21	94		16	103		

Term End

II 2022	Nov	30	4	13	13			13	Media Ethics and Legal Aspect Indian Mass Media and National Development Basics of Documentary making Discussion about internal assignment	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments 	
	Dec	31	4	1	10			16	26	Media Ethics and Legal Aspect Indian Mass Media and National Development Basics of Documentary making Discussion about internal assignment	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments
	Jan	31	5	1* (Republic Day)	25				25	Career Opportunities in Mass Media Indian Mass Media and National Development Guest lecture on Basics of Documentary making	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments
	Feb	28	4	1	23				23	Career Opportunities in Mass Media Working on Basics of Documentary making Submission of internal assignments	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments
	March	31	4	2	25				25	Submission of internal assignments Exam supervision and paper assessment	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies Assignments
	April exam	30	4	4	12			10	22	Exam supervision and paper assessment	

*Tentative examination days

List of reference books:

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, 20

R. A. Podar College of Commerce & Economics

Matunga, Mumbai-19

Teaching Plan 2021-22

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 sensitise 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
14. To introduce the concept and significance of editing in newspaper/news reporting
15. To inculcate the skills of effective editing
16. To hone the skills of journalistic writing and editing
17. To introduce the concept 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>	09
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	-
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	Yes
12	Any Other, Pl Specify: Guest lecture, Documentary making	
	Total Hours of Learning	108

Teaching – Learning Plan for the Academic Year: 2021-22
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
	June	30	4	11	15	-	-	15	Developing e-content	-
	July	31	4	1	26	-	-	26	Introduction History of Journalism in India Press Council of India Discussion	PPT YouTube Informative documentaries Advertisements Discussions Case Studies Assignments
	Aug	31	4+ 1* (Independence Day)	2	24	-	-	24+1*(Independence Day)	Introduction History of Journalism in India News and News Agencies in India	PPT YouTube Informative documentaries Advertisements Discussions Case Studies Assignments
	Sept	30	4	4	22			22	Organization and Structure of a Newspaper House Assignment - Designing newspaper - explanation Internal submission of Front-page newspaper (soft copy and hard copy)	PPT YouTube Informative documentaries Advertisements Discussions Case Studies Assignments
	Oct	31	5	3	7		16	16	Exam	Supervision
	Subtotal	153	21+1*	21	94		16	103		
Term End										
II 2022	Nov	30	4	13	13			13	Design and Make-up of Newspaper Writing for the Press Basics of Feature Writing	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies
	Dec	31	4	1	10		16	26	Design and Make-up of Newspaper Writing for the Press Basics of Feature Writing	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies
	Jan	31	5	1* (Republic Day)	25			25	Design and Make-up of Newspaper Writing for the Press Basics of Feature Writing	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies
	Feb	28	4	1	23			23	Revision Assignment - Designing newspaper - explanation Internal submission of 6-page newspaper	<ul style="list-style-type: none"> ● PPT ● YouTube ● Informative documentaries ● Advertisements ● Discussions ● Case Studies

									(soft copy and hard copy)	Assignments
	March	31	4	2	25			25	Revision Commencement of even sem exam Supervision and Paper assessment	<ul style="list-style-type: none"> • PPT • YouTube • Informative documentaries • Advertisements • Discussions Case Studies Assignments
	April	30	4	4	12		10	22	Supervision and Paper assessment	

*Tentative examination days

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 Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Department of Commerce

Program: B.Com

Semester: III and IV

Division: A-G

Course: CSP I and II

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.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
III 2021	June	30	4	-	15	-	Module 1 Introduction to Company • Features, Types -As per Company's Act, 2013 • Role of Company Secretary–Rights, Responsibilities, Liabilities of Company Secretary • Company Secretary as Governance professionals • Qualities, Qualifications, Appointment procedure, Resignation and Removal • Career options of Company Secretary	Flip class room techniques Role play Participatory discussion Case study
	July	31	4	1	26	-	Module 2 Company Secretary Services • Advisory Services – Role of Company Secretary as an advisor to Chairman, Secretary as an liaison officer between the (a) Company and Stock Exchange (b) Company and Depository Participants (c) Company and Register of Companies (ROC).	Role play Discussion Activity book outlining the secretarial audit process
	Aug	31	4+1* (Independence day)	2	24	-	Role of Company Secretary in Start - ups. • 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	Showing the actual MOA and AOA of companies. Case study
	Sept	30	4	4	22	-	Module 3 Company Documentation and Formation • Memorandum of Association (MOA) - Clauses, Alteration of MOA, Ultra Vires. Articles of Association (AOA) – Contents, Prospectus – Statement in Lieu of Prospectus, Contents, Misleading	Specimen letters Case study

							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	
	Oct	31	5			-	Module 4 Secretarial Correspondence • 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	Flip class room techniques Role play Participatory discussion Case study
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
IV 2021-2022	Nov	30	4				Module 1 Management of Companies • Directors–Types of Directors including Women Directors • Directors Identification Number (DIN) - Qualification and Disqualification of Directors • Appointment of Directors • Removal of Directors	Flip class room techniques Role play Participatory discussion Case study
	Dec	31	4				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 • Minutes – Meetings through Video Conferencing • Resolution by circulation • Postal Ballot • Electronic Voting	Role play Discussion Activity book outlining the secretarial audit process

	Jan	31	5	1* (Republic day)	25	-	Module 3 Dematerialisation and Online Trading • Dematerialisation – Need and Importance, Secretarial Duties, Procedures, Participants. • Online Trading – Concept, Benefits & Issues.	Flip class room techniques Role play Participatory discussion Case study
	Feb	28	4	1	23	-	Listing of securities – Procedure, Advantages, Secretarial Duties, Scrips – Types Module 4 Reports and Winding Up • Company Reports – Types, Secretarial Duties with regard to payment of Dividend, Interest, Charges & penalties. • Winding up of a Company – Procedure & Statutory Provisions, • Secretarial Role in winding up.	Flip class room techniques Role play Participatory discussion Case study
	Mar	31	4	2	10	15	• 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.	Flip class room techniques Role play Participatory discussion Case study
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

1. Advertising: Planning and Implementation, 2006 – Raghuvir Singh, Sangeeta Sharma – Prentice Hall.
2. Advertising Management, 5th Edition, 2002 –Batra, Myers and Aaker – Pearson Education.
3. Advertising and Promotion: An Integrated Marketing Communications Perspective, 10th Edition.
4. George Belch and Michael Belch, 2015, McGraw Hill Education.
5. Advertising Principles and Practice, 2012 - Ruchi Gupta – S.Chand Publishing.
6. Advertising, 10th Edition, Sandra Moriarty, Nancy D Mitchell, William D. Wells, 2010 Pearson Advertising and Promotion: An Integrated Marketing Communications Perspective (SIE) –

7. Contemporary Advertising, 15th Edition, William Arens, Michael Weigold and Christian Arens, Hill Higher Education, 2017.
8. George E Belch, Michael A Belch and Keyoor Purani –9th Edition, 2011 - McGraw Hill Education.
9. Integrated Advertising, Promotion, and Marketing Communications, Kenneth E. Clow and Donald E. Baack, 5th Edition, 2012 – Pearson.
10. Kotler Philip and Eduardo Roberto, Social Marketing, Strategies for Changing Public Behaviour, The Free Press, New York, 1989.
11. Kleppner’s Advertising Procedure – Ron Lane and Karen King, 18th edition, 2011 – Pearson.
12. The Advertising Association Handbook - J. J. D. Bullmore, M. J. Waterson, 1983 - Holt Rinehart & Winston.
13. Strategic Brand Management – Kevin Lane Keller, 4th Edition, 2013 – Pearson Education limited.

Websites:

1. <http://www.davp.nic.in>
2. <https://ascionline.org/>
3. <https://www.fssai.gov.in/>
4. <https://doordarshan.gov.in/revised-code-commercial-advertising-doordarshan>
5. <https://consumeraffairs.nic.in/>

Teaching – Learning Plan for the Academic Year: 2021-22

Department of Accountancy

Program- B. com

Course- FAA VII & VIII

Semester : V-VI

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
V 2021	June	30	4	11	15	NIL	15	1. Preparation of Final Accounts of Companies 2. Internal Reconstruction	PPT, Case Study, MS. Word, MS Excel
	July	31	4	1	26	NIL	26	1. Preparation of Final Accounts of Companies 2. Internal Reconstruction	PPT, Case Study, MS. Word, MS Excel
	August	31	4+1* (Independence Day)	2	24	NIL	24 + 1 (Independence Day)	1. Buyback of Shares 2. Investment Accounting	PPT, Case Study, MS. Word, MS Excel

	September	30	4	4	22	NIL	22	1. Buyback of Shares 2. Investment Accounting 3.Ethics, Principles and Conventions	PPT, Case Study, MS. Word, MS Excel
	October	31	5	3	7	16	23	1. Ethics, Principles and Conventions and Revision	PPT, Case Study, MS. Word, MS Excel
SUBTOTAL		153	21+1	21	94	16	110 + 1		
VI Term 2021- 22	November	30	4	13	13	NIL	13	1. AS – 14 - Amalgamation, Absorption & External Reconstruction. 2. Accounting of Transactions of Foreign Currency	PPT, Case Study, MS. Word, MS Excel
	December	31	4	6	21	NIL	21	1. AS – 14 - Amalgamation, Absorption & External Reconstruction. 2. Accounting of Transactions of Foreign Currency	PPT, Case Study, MS. Word, MS Excel
	January	31	5	1 (Republic Day)	25	NIL	24 + 1	1.Liquidation of Companies 2.Underwriting of Shares & Debentures	PPT, Case Study, MS. Word, MS Excel
	February	28	4	1	23	NIL	23	1.Liquidation of Companies 2.Underwriting of Shares & Debentures	PPT, Case Study, MS. Word, MS Excel
	March	31	4	2	10	15	25	1.Valuation of shares Revision	PPT, Case Study, MS. Word, MS Excel
	April	30	4	3	NIL	23	23	1. Revision	PPT, Case Study, MS. Word, MS Excel
	May	31	5	26	NIL	NIL	NIL	1. Examination	
SUBTOTAL		212	30	51+1	92	38	130		
GRAND TOTAL		365	52	73	186	54	240+1		

EXPECTED LEARNING OUTCOMES-

Students are in a position to maintain the books of accounts of a Company. Learners are able to determine the nature and need of internal reconstruction. They are also able to construct the balance sheet after internal reconstruction. Learners are able to understand the meaning of buyback of securities and accounting treatment thereof. They are also acquainted with the provisions of Companies Act 2013 regarding buyback of shares. Learners are able to understand accounting for personal investments in the light of applicable accounting standard as also effects of cum interest/dividend and ex interest/dividend prices on profits/loss and income. Students got acknowledged with the ethics that are to be followed by an accountant while performing his job.

Students are be able to understand the term Amalgamation and the methods of accounting for amalgamation, calculate purchase consideration and accounting in the books of purchasing company and vendor company. Learners are able to know accounting of foreign exchange transactions in the light of applicable accounting standard. They also understood Gain/loss that may arise on said transactions and difference between monetary and nonmonetary items and conversion at the year end. Learners are aware regarding the concepts of underwriting, underwriting commission, types of underwriting, marked, un-marked and firm-underwriting applications. Learners are able to understand the duties and power of liquidator, determine the order of priority of payment of the company's debt in liquidation and prepare accounting records necessary for liquidation 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

Teaching – Learning Plan for the Academic Year: 2021-22

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
V 2021	June	30	4	11	15	NIL	15	1. Introduction to Cost Accounting 2. Material Cost	PPT, Case Study, MS. Word, Ms EXcel
	July	31	4	1	26	NIL	26	1. Introduction to Cost Accounting 2. Material Cost	PPT, Case Study, MS. Word, Ms EXcel

	August	31	4+1* (Independence Day)	2	24	NIL	24 + 1 (Independence Day)	1. Labor Cost 2. Overheads	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	4	22	NIL	22	1. Overheads 2. Classification of Cost, Cost Sheet Reconciliation of Cost and Financial Account and Revision	PPT, Case Study, MS. Word, Ms EXcel
	October	31	5	3	7	16	23	1. Classification of Cost Cost Sheet Reconciliation of Cost and Financial Account and Revision	PPT, Case Study, MS. Word, Ms EXcel
	SUBTOTAL	153	21+1	21	94	16	110 + 1		
VI Term 2021-22	November	30	4	13	13	NIL	13	1. Cost Control Accounts 2. Contract Costing	PPT, Case Study, MS. Word, Ms EXcel
	December	31	4	6	21	NIL	21	1. Process Costing 2. Introduction to Marginal Costing	PPT, Case Study, MS. Word, Ms EXcel
	January	31	5	1 (Republic Day)	25	NIL	24 1	1. Introduction to Standard Costing	PPT, Case Study, MS. Word, Ms EXcel
	February	28	4	1	23	NIL	23	1. Some Emerging concepts of Cost Accounting	PPT, Case Study, MS. Word, Ms EXcel
	March	31	4	2	10	15	25	1. Revision	PPT, Case Study, MS. Word, Ms EXcel
	April	30	4	3	NIL	23	23	1. Examination	PPT, Case Study, MS. Word, Ms EXcel
	May	31	5	26	NIL	NIL	NIL		
	SUBTOTAL	212	30	51+1	92	38	130		
	GRAND TOTAL	365	52	73	186	54	240+1		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to identify cost, classification of cost, various techniques used to control the cost of an organization.

Students are able to understand the meaning cost, costing and Cost Accounting, Advantages and Disadvantages of Cost accounting. Students are able to acquaint with the procedure of storekeeping, documentation of material receipt and issue, how to use a technique for setting stock levels, calculation of Economic Order Quantity, Methods of valuation of inventory and importance of ABC analysis for classification of the various materials. Students are able to understand attendance and payroll system, Methods of Labour Turnover, remuneration and bonus methods, also be able to calculate labour cost. Students are able to understand cost unit, cost centre and calculation of various costs. They are able to prepare a cost sheet to find out cost and net profit/net loss of a particular product.

Students are able to acquaint how to record cost information by using double-entry book keeping system. They are able to prepare the various ledger accounts relating to cost records. Students are able to understand cost accounting methods maintained by real estate developers/builders and other businesses working on contract. They are able to calculate the cost and profit of each contract. Students are able to calculate Adverse and Favourable variances relating to material and labour. Students are able to acquaint the technique of marginal costing and its advantages and disadvantage and also application of marginal cost equations. Students are able to understand the concepts of normal, abnormal loss/gain and its calculation. They are able to know the calculation of cost per process. Students are be able to know how to apply emerging cost concepts in cost reduction, planning and management at the initial stage of production.

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 Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Department of Commerce

Program: B.Com

Semester: V and VI

Division: A-F

Course: Commerce V & VI

No. of lectures (per week): 3

TEACHING OBJECTIVES:

Semester V

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

Semester VI

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

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	4	-	15	-	Marketing, Concept, Features, Importance, Functions, Evolution, Strategic v/s Traditional Marketing • Marketing Research - Concept, Features, Process Marketing Information System- Concept, Components Data Mining Concept, Importance	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	July	31	4	1	26	-	Consumer Behaviour Concept, Factors influencing Consumer Behaviour Market Segmentation- Concept, Benefits, Bases of market segmentation Customer Relationship Management Concept, Techniques • Market Targeting Concept, Five patterns of Target market Selection • Marketing Mix- Concept, 4 Ps of marketing (Product, Price, Place, Promotion) and Recent Perspectives on 4Ps – (People, Pace, Perseverance, Process, Physical Evidence) • Product-Product Decision Areas Product Life Cycle Concept, Managing stages of PLC Branding- Concept - Components Brand Equity- Concept	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Aug	31	4+1* (Independence day)	2	24	-	Brand Equity Packaging Concept, Essentials of a good package Product Positioning- Concept, Strategies of Product Positioning, Service Positioning-Importance & Challenges • Pricing-Concept, Objectives, Factors influencing Pricing, Pricing Strategies • Physical Distribution Concept, Factors influencing Physical Distribution, Marketing Channels (Traditional &Contemporary Channels)	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

							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, Components, Process of Personal Selling, Skills sets required for Effective selling	
	Sept	30	4			-	Marketing Ethics: Concept, Unethical practices in marketing, General role of Consumer Organizations Competitive Strategies for Market Leader , Market Challenger , Market Follower and Market Nicher Marketing Ethics: • Rural Marketing- Concept, Strategies for Effective Rural Marketing in different Industries • Digital Marketing-Concept, Trends in Digital Marketing • Green Marketing- concept, Importance • Neuro Marketing Concept • Sensory Marketing –Concept Challenges faced by Marketing Managers in 21stCentury • Factors contributing to Success of brands in India with suitable examples, Reasons for failure of brands in India with suitable examples	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Oct	31	5			-	Careers in Marketing Skill sets required for effective marketing	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
VI 2021-2022	Nov	30	4				Human Resource Management – Concept, Functions, Importance, Traditional v/s Strategic Human Resource Management • Human Resource Planning Concept Steps in Human Resource Planning Job	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
				13	13			

							Analysis-Concept, Components, Job design- Concept, Techniques <ul style="list-style-type: none"> ● Recruitment- Concept, Sources of Recruitment 	
	Dec	31	4	6	21		Selection - Concept, Process, Techniques of E-selection <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 ● Career Planning- Concept, Importance, ● Succession Planning- Concept, Need ● Mentoring- Concept, Importance ● Counseling- Concept, Techniques 	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Jan	31	5	1* (Republic day)	25	-	Human Relations - Concept, Significance <ul style="list-style-type: none"> ● Leadership –Concept, Transactional & Transformational Leadership MotivationConcept, 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 MoraleConcept, Factors affecting Morale, Measurement of Employees Morale Emotional Quotient and Spiritual Quotient- Concept, Factors affecting EQ &SQ 	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference

							<ul style="list-style-type: none"> Employee Grievance Causes, Procedure for Grievance Redressal Employee welfare measures and Health & Safety Measures. 	
	Feb	28	4	1	23	-	<p>HR in changing environment: Competencies- concept, classification</p> <ul style="list-style-type: none"> Learning organizations Concept, Creating an innovative organization, Innovation culture Concept, Need, Managerial role. Trends in Human Resource Management: Employee Engagement- Concept, Types Human resource Information System (HRIS) – Concept, Importance, Changing patterns of employment. Challenges in Human Resource Management: Employee Empowerment, Workforce Diversity, Attrition, Retrenchment 	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	Mar	31	4	2	10	15	<p>Downsizing, Employee Absenteeism, Work life Balance, Sexual Harassment at work place, Domestic and International HR Practices, Millennial (Gen Y) Competency Mapping</p>	MS-teams platform, Google Classroom PPT presentation case discussions Web/ YouTube links for reference
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

<https://blog.hubspot.com/marketing/public-relations-examples>

<https://www.yourarticlelibrary.com/marketing/marketing-introduction-evolution-approaches-and-objectives/50789>

<http://morethanbranding.com/2012/04/30/the-evolution-of-marketing/>

<https://www.getsmarter.com/blog/market-trends/the-evolution-of-marketing-from-trade-to-technology>

<http://www.whatishumanresource.com/counseling>

https://hr-guide.com/Training/Determining_Training_Needs.htm

<https://corehr.wordpress.com/2013/05/15/training-and-development-methods>

<https://www.mbaskool.com/business-concepts/human-resources-hr-terms/2580-employee-grievance.html#:~:text=Employee%20grievance%20refers%20to%20the,%2C%20adequate%20compensation%2C%20respect%20etc.>

<https://www.yourarticlelibrary.com/human-resources/grievance-handling-definition-features-causes-and-effects/32387>



S.P. Mandali's

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

Department of Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Dr. Tejashree Patankar

Program: B.Com

Course: Business Management Paper-III Management and Organization

Development

Semester: V and VI

Division: E

No. of lectures (per week): 3

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

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	4	-	15	-	Module-I Introduction to Management– Definition and Characteristics and Principles • Functions of Management in a typical business organization — Levels of management and managerial competencies. • Development of Management Thought – Scientific Approach Administrative School, Behaviour School, Systems Approach and Contingency Approach. Evolution of Indian Management thoughts and their relevance in the current era. • Profile of Indian thinkers and their influence on Indian managers.	Virtual MS-team platform through PPT Case studies, YouTube videos, debates & group discussions Profiles of Indian Thinkers/Entrepreneurs/ Pioneers
	July	31	4	1	26	-	Module-II Planning, forecasting, decision making and problem solving • Nature, characteristics, merits and limitations of planning. • Classification and components of plans • Essentials of a good plan and planning process • Management by objectives (MBO) – Management by Exception-Active Management by exception versus Passive Management by exception-Importance and relevance	Virtual MS-team platform through PPT Practice Case studies, research surveys and review of business articles.
	Aug	31	4+1* (Independence day)	2	24	-	Module-III Organizing as a Managerial Function Definition and Process of organizing • Organization • Departmentalization - concepts and types of Departmentalization appropriate for different business organization • Formal organizations – Functional, SBU, Matrix, Committees • Informal organizations– Relevance and Importance • Authority,	Virtual MS-team platform through PPT Practice Case studies, YouTube videos, debates & group discussions Profiles of Indian Thinkers/ Entrepreneurs/ Pioneers

							responsibility, accountability and span of control - Graicunas Theory – Wide/Narrow Span Suitability -Tall/Flat Organizations • Organizational hierarchy – charts • Delegation of authority and decentralization • Emergence of virtual organization – merits and limitations	
	Sept	30	4	4	22	-	Module-IV Staffing Importance of human resource in organizations • Estimation of human resource requirements • Human Asset Accounting • Employee Value Proposition • Job Analysis • Recruitment and selection • Training and Development • Performance Appraisal • Stress Management -Skills & techniques • Managerial Effectiveness- In Government and in the Private Sector	Virtual MS-team platform through PPT Case studies of companies that are successful/failures in India and globally
	Oct	31	5	3	7	-		
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
VI 2021-2022	Nov	30	4	13	13		Module-1 Directing and Leading Directing – Concept- nature importance- principles • Effective Communication for directing & leading-Barriers to communication in organisations. Ethical Issues in using social media for communication • Role of a leader in business organisations – Qualities of a good leader • Styles of leadership • Developing an effective leader: Tannenbaum-Schmidt Leadership Continuum– Robert House’s Path Goal Theory • Transactional and Transformational leaders • Personality Trait or Leadership Trait • Leadership and Morals - Managing with Power, Responsibility – Ethical Aspects of Effective Leadership	Virtual MS-team platform

	Dec	31	4	6	21		Module-2 Co-ordination & Motivation Co-ordination as the essence of management • Co-ordination vs Co-operation vs Conciliation • Team Building Approach– Meaning- Challenges • Motivation – Meaning and Importance • Financial and Non-Financial Motivators • Theories	Virtual MS-team platform
	Jan	31	5	1* (Republic day)	25	-	Module-3 Controlling and Information Management • Definition and Steps in Controlling • Strategic and Operational Controlling Techniques • Requirements of an effective control system • Flow of information in a typical organization – Need for managing information • Designing and developing modern MIS-ERP	Virtual MS-team platform
	Feb	28	4	1	23	-	Module-4 Contemporary Issues in Management Challenges in organizational growth and development – management perspective	Virtual MS-team platform
	Mar	31	4	2	10	15	Change Management • Importance of Time Management and tools for effective time management • Addressing diversity due to human resource mobility • Conflict management - Negotiation Skills	Virtual MS-team platform
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

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

BOOKS RECOMMENDED:.

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 of 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 McGraw Hill
16. Time Management by Marc MANCINI , Tata McGraw Hill
17. 7 Habits of Highly Effective people by Stephen Covey
18. 8 th Habit by Stephen Covey
19. The Difficulty of Being Good by Gurcharan Das
20. Marketing Research: The impact of internet, Gates, Roger et al, John Wiley & sons, Great Britain, 2002.
21. Marketing Research, G. C. Beri, McGraw Hill, New Delhi, 2007
22. Business Research Methods, Emma Bell, Alan Bryman and Bill Harley.
23. Encyclopaedia of Marketing Research Series, S.D. Singh, Anmol Publications Pvt. Ltd., New Delhi, 2012.

Teaching – Learning Plan for the Academic Year: 2021-2022Teacher's name:
CA Rutuja PatilDepartment: CommerceProgram:
B.Com.Course: Business Management (Financial Management) V & VISemester: V & VIDivision: ENo. Of lectures (per week): 04**TEACHING OBJECTIVES:****Semester V**

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, analyze and Interpret Financial Statements.
4. To enable learners to understand calculation and application of accounting ratios.

Semester VI

1. To acquaint the learners with the concepts of Capital Budgeting - Meaning and Importance
2. To enable the learners, solve capital budgeting-based Decision-making problems with help of practical sums.
3. The learner is expected to differentiate between different types of Costs and prepare Cost sheets.
4. To acquaint the learners with working capital- its meaning, importance, Estimation and Management.

Term dates: 1st Term 13th June 2021 to 31st October 2021

Sem	Month	No. of days	Sundays	Holidays	Teaching days	Exam. Days	Topics Covered	Teaching Methodology/Tools
Sem-V 2020	June	30	04	11	15	Nil	<ul style="list-style-type: none"> Basics of Financial management, Balance Sheet, Profit and loss Accounts Introduction to Financial Management 	MS-teams platform, Practical sum solving
	July	31	04	01	26	Nil	Study of Financial Statements	MS-teams platform, Practical sum solving
	August	31	4+1* Independence day	2	24	Nil	<ul style="list-style-type: none"> Ratio Analysis 	MS-teams platform, Practical sum solving

	September	30	04	04	22	Nil	<ul style="list-style-type: none"> Sources of Finance Cash Flow Analysis 	MS-teams platform, Practical sum solving
	October	31	05	03	7	16	<ul style="list-style-type: none"> Cash Flow Analysis 	MS-teams platform, Practical sum solving
SUBTOTAL		153	21+1*	21	94	16		
!5th November2021 to 1st May 2022								
Sem-VI 2021- 2022	NOV	30	04	13	13	Nil	<ul style="list-style-type: none"> Capital Budgeting and Evaluation techniques 	MS-teams platform, Practical sum solving
	Dec	31	04	6	21	Nil	<ul style="list-style-type: none"> Capital Budgeting and Evaluation techniques 	MS-teams platform, Practical sum solving
	Jan	31	5	01 (Republic day)	25	Nil	Working Capital Management	MS-teams platform, Practical sum solving
	Feb	28	04	01	23	Nil	<ul style="list-style-type: none"> Cash Management and Marketable Securities 	MS-teams platform, Practical sum solving
	March	31	4	2	10	Nil	<ul style="list-style-type: none"> Receivable Management Basic Principles of Cost Accounting 	MS-teams platform, Practical sum solving
	April	30	4	3	-	23		
	May	31	05	26	-	-		
SUBTOTAL		212	30	51+1*	92	38		
GRAND TOTAL		365	52	73	186	54		

LEARNING OUTCOME

Students were able to understand the concept of Capital Budgeting and solve practical problems using various evaluation Techniques.

Learners were able to have an understanding of working capital and Receivable management.

Students could differentiate between different types of Costs and prepare Cost sheets

They could solve application-based problems on Break even analysis and marginal Costing

BOOK REFERENCES:

Sheth Publishers Financial management (Business Management)



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: 2021-22**

Teacher's Name: SudarshanaSaikia, AkshayShingare, 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

COURSE OUTCOMES:

Semester-V

CO-1: The learner shall be able to grasp the importance of planning undertaken by the government of India, failures and achievements as the foundation of the ongoing planning and economic reforms taken by the government.

CO-2: The learner shall be able to understand the role of agriculture and the problems associated with the sector and analyze the growth of the secondary sector.

CO-3:The learner shall be able to gain a wider perspective of the structure, growth and reforms in the service sector, financial markets and foreign trade of India.

CO-4: The learner shall be able to develop comprehensive knowledge of contemporary issues of India and critically analyze issues that figure in the Economic Survey.

Semester-VI

CO-1: The learners will be able to interpret the international trade theories and analyse the effect of international trade on welfare and income distribution.

CO-2: The learner would be able to evaluate for and against free trade and have an insight on the importance of various international trade blocs.

CO-3: The learner would be able to explain the ways to correct Balance of Payments disequilibrium and the determination of exchange rates.

CO-4: The learner shall be able to develop comprehensive knowledge of contemporary issues of world trade and analyse issues that feature in the World Development Report.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	4	-	15	-		-
	July	31	4	1	26	-	The evolution of economic planning in India; New Economic Policy-1991; Policies to enhance Social Infrastructure with special reference to Education and health; Current Policies	1. Online teaching 2. Economic Survey discussion 3. Assignment
	Aug	31	4+1* (Independence day)	2	24	-	Indian agriculture- Agricultural reforms; Agricultural pricing and Finance; Industry; Micro, Small and Medium Enterprises [MSME sector] since 2007	1. Online teaching 2. Economic Survey discussion
	Sept	30	4	4	22	-	Service Sector; Banking Industry; Money Market; Foreign Trade	1. Online teaching 2. Newspaper articles
	Oct	31	5	3	7	-	Revision	1. Online teaching 2. Newspaper articles
	SUBTOTAL		153	21+1*	10	94	16	
2 nd Term – 15th November 2021 to 1st May 2022								
VI 2021-2022	Nov	30	4	13	13		Introduction- Nature and scope of International Economics; Basic concepts: - Community Indifference Curve, offer curve	1. Online teaching 2. Economic Survey discussion
	Dec	31	4	6	21		Theories of International Trade; Understanding gains from International trade using Offer Curves; Trade Policy	1. Online teaching 2. Case Study discussion 3. Assignment
	Jan	31	5	1*	25	-	Tariff And Non-Tariff Barriers; Regionalism vs Multilateralism; WTO-	1. Online teaching

				(Republic day)			Recent Developments in TRIPS, TRIMS and GATS	2. World Development Report discussion
	Feb	28	4	1	23	-	Balance of Payment; Types of BOP Disequilibrium; Foreign Exchange Market; Role of Central Bank in foreign exchange rate management	1. Online teaching 2. Newspaper articles
	Mar	31	4	2	10	15	Revision	
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

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. Raddardatt 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

- . Understand the scientific foundations of Organisational Behaviour
- Identify personal dimensions of personality and attitudes.
- Understand the applications of Motivation concepts in Industry.
- Understand the evolving concept of leadership.

3. Teaching- Learning Plan of the Department:(Academic Calendar attached in the mail)

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. Brain storming sessions
 5. **Term End Examination: 100 Marks (Each semester)**
-

Syllabus and Methodology

Sr. No.	Topics	Methodology
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 2021-2022

	Month	No. of Days (in month)	No. of Sundays	No. of Holidays	No. of Teaching Days	E-Content development/ Administrative work	Topics Covered	No. of Working Days	Vacations	Remarks
I 2021 -22	June	30	4	11	15		Sem V Topics- E-content development	15	13	Administrative work
	July	31	4	1	26		Unit 1 completed with revision. Unit 2 started	26	-	-
	Aug	31	4+1* (Independence Day)	2	24		Unit 2 completed with revision and doubt clearing session Unit 3 started	24+1* (Independence Day)	-	
	Sept	30	4	4	22		Unit 3 completed with revision. Unit 4 started	22	5	Ganpati Break 10th Sept to 14th Sept 2021
	Oct	31	5	3	7		Unit 4 completed. Revision taken and doubt clearing session for all the topics	23	6	Odd semester exam from 11th October 2021

	SUBTOTAL	153	21+1*	21	94			110+1*	24	
TERM END										
II 2021 -22	Nov	30	4	13	13		Unit 1 completed with revision. Unit 2 started	13	14	Diwali Vacation – 1 st November to 14 th November 2021
	Dec	31	4	6	21		Unit 2 completed with revision and doubt clearing session Unit 3 started	21	7	
	Jan	31	5	1 (Republic day)	25		Unit 3 completed with revision. Unit 4 started	25		
	Feb	28	4	1	23		Unit 4 completed. Revision taken and doubt clearing session for all the topics	23		
	March	31	4	2	10			25	-	Even semester exam begins 14th
	April	30	4	3	-			23	-	



S.P. Mandali's

R.A. PODAR College
of
Commerce and Economics,
Matunga, Mumbai.
Autonomous

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-22(Autonomous)

Teacher's Name:

Dr. Suresh Hiremath
Math W
Math X
Math Y
Math Z

Department: Mathematics, Statistics and Computer

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

TEACHING OBJECTIVES:

- 1) To take a glance on Computer System 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 – 14th June 2021 to 31st Oct 2021

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	04	11	15	NIL	<p>1. Data Communication Component, Data representation, Distributed processing (Concepts only).</p> <p>2. Network Basics and Infrastructure</p> <p>i) Definition, Types (LAN, MAN, WAN) Advantages.</p> <p>ii) Network Structures – Server Based, Client server, Peer to Peer.</p> <p>iii) Topologies – Star, Bus, Ring.</p> <p>iv) Network Media, Wired-Twisted Pair, Co-axial, Fiber Optic and Wireless – Radio and Infrared.</p> <p>Internet</p> <p>i) Definition, Types of connections, sharing internet connection, Hot Spots.</p> <p>ii) Services on net- WWW, Email-Blogs.</p> <p>iii) IP addresses, Domain names, URLs, Hyperlinks, Web Browsers</p> <p>iv) Sniffing, spoofing, cybercrime, cyber</p>	Online-Microsoft Teams

						law, hacking	
July	31	04	01	26	Nil	<p>3. Database and MySQL</p> <p>a) Introduction: To Databases, Relational and Non-relational database system MySQL as a Non-procedural Language. View of data.</p> <p>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</p>	Online-Microsoft Teams
Aug	31	04+01*	02	24	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

	Sept	30	04	04	22	NIL	<p>Creating and Navigating worksheets and adding information to worksheets</p> <ul style="list-style-type: none"> • 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 selections, Selecting with keyboard. Cut-Copy, Paste. Adding and moving columns or rows. Inserting columns and rows. • Find and replace values. 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 <ul style="list-style-type: none"> • Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE • Mathematical and statistical functions. ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, SUM, COUNT, AVERAGE 	Online-Microsoft Teams.
	Oct	31	5	3	7	16	d) Data Analysis <ul style="list-style-type: none"> • Sorting, Subtotal. • Pivot Tables- Building Pivot Tables, Pivot Table regions, Rearranging Pivot Table. 	
SUBTOTAL		153	22	21	94	16		

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

Term dates: 2nd Term – 15th Nov 2021 to 01st May 2022

Sem	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
VI 2021 -22	Nov	30	04	13	13	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
	Dec	31	04	06	21	Nil	Module 2: Advanced Spread Sheet a) Multiple Spread sheets <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 	Online-Microsoft Teams

							<p>operators.</p> <ul style="list-style-type: none"> • Creating and using named ranges. • Creating Formulas that use reference to cells in different worksheets. <p>b) Functions</p> <ul style="list-style-type: none"> • Database Functions LOOKUP, VLOOKUP, HLOOKUP • Conditional Logic functions IF, Nested IF, COUNTIF, SUMIF, AVERAGEIF <p>String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, FIXED</p>	
Jan-22	31	05	01*	25	Nil	<p>Module 3: Advanced Spread Sheet</p> <p>a) Functions</p> <ol style="list-style-type: none"> Date functions TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360 Statistical Functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL <p>b) Data Analysis</p> <ol style="list-style-type: none"> Filter with customized condition. The Graphical representation of data Column, Line, Pie and Bar charts. Using Scenarios, creating and managing a scenario. <ol style="list-style-type: none"> Using Goal Seek Using Solver Understanding Macros, Creating, Recording and Running Simple Macros. Editing a Macro(concept only) <p>Module 4: Visual Basic</p> <p>a) Introduction to Visual Basic, Introduction</p>	Online-Microsoft Teams	

							<p>Graphical User Interface (GUI). Programming Language (Procedural, Object Oriented, Event Driven), Writing VB Projects. The Visual Basic Environment</p> <p>b) Introduction to VB Controls Text boxes, Frames, Check boxes, Option button, Designing the User Interface, Default & Cancel property, tab order, Coding for controls using Text, Caption, Value property and Set Focus method</p> <p>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,</p>	
Feb-22	28	04	1	23	NIL	<p>Formatting Data.</p> <p>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.</p>	Online-Microsoft Teams.	
March-22	31	4	2	10	15	<p>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.</p>		
April-22	30	4	3	NIL	23			
May-22	31	5	26	NIL	NIL			

SUBTOTAL	212	30	52	92	38		

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: -----

R. A. Podar College of Commerce & Economics

Teaching – Learning Plan for the Academic Year: 2021-22

Department of Accountancy

Program- B. com

Course- Direct and Indirect Taxes

Semester: V-VI

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
V 2021	June	30	4	11	15	NIL	15	1. Basic Terms Scope of Total Income & Residential Status	PPT, Case Study, Word, MS. EXcel
	July	31	4	1	26	NIL	26	1. Heads of Income	PPT, Case Study, Word, MS. EXcel
	August	31	4+1* (Independence Day)	2	24	NIL	24 + 1 (Independence Day)	1. Heads of Income Deduction from Total Income	PPT, Case Study, MS. Word, Ms EXcel
	September	30	4	4	22	NIL	22	1. Computation of Total Income for Individual and Tax thereon for individual 2. Preparation of Income Tax Return for E-Filing	PPT, Case Study, Word, MS. EXcel
	October	31	5	3	7	16	23	1. Revision	PPT, Case Study, Word, MS. Excel
	SUBTOTAL	153	21+1	21	94	16	110 + 1		
VI Term 2021- 22	November	30	4	13	13	NIL	13	1. Introduction 2. Levy and Collection of Tax	PPT, Case Study, MS. Word, Ms Excel
	December	31	4	6	21	NIL	21	1. Levy and Collection of Tax 2. Time, Place and Value of Supply	PPT, Case Study, MS. Word, Ms Excel
	January	31	5	1 (Republic Day)	25	NIL	24 + 1	1. Input Tax Credit & Payment of Tax	PPT, Case Study, MS. Word, Ms Excel

	February	28	4	1	23	NIL	23	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
	March	31	4	2	10	15	25	1. Revision	PPT, Case Study, MS. Word, Ms Excel
	April	30	4	3	NIL	23	23	1. Examination	PPT, Case Study, MS. Word, Ms Excel
	May	31	5	26	NIL	NIL	NIL		
SUBTOTAL		212	30	51+1	92	38	130		
GRAND TOTAL		365	52	73	186	54	240+1		

EXPECTED LEARNING OUTCOMES-

Students will be in a position to understand and apply Taxation Law in India and compute tax liability for Income Tax and GST.

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.M. 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 Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Department of Commerce

Program: B.Com

Semester: V and VI

Division: A-F

Course: Export Marketing – I & II

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To aim at characteristics of export marketing in detail
- Aim to enhance knowledge related to world trade organization and how world export marketing works
- Explain various schemes and export financing
- How to plan exporting and Aims at export documenting

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	4	-	15	-	Module 1 Introduction to 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 c) Major merchandise/commodities exports of India (since 2015); Services exports of India (since 2015); Region-wise India's Export Trade (since 2015)	Role play Participatory discussion Case study
	July	31	4	1	26	-	Module 2 Global Framework for Export Marketing a) Trade barriers; Types of Tariff Barriers 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) c) Need for Overseas Market Research; Market Selection Process, Determinants of Foreign Market Selection	Case study Chalk and Talk
	Aug	31	4+1*	2	24	-	Module 3	Case study

			(Independence day)				India's Foreign Trade Policy a) New Foreign Trade Policy (FTP) - 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 2020, Export Promotion Capital Goods Scheme, Duty Exemption/Remission Schemes, Gems and Jewellery Promotion Scheme.	Chalk and Talk
	Sept	30	4	4	22	-	c) Other Schemes -Special Economic Zones (SEZS), Free Trade Warehousing Zones (FTWZ), Star Export Houses, Deemed exports, Agri Export Zones, Target Plus Scheme, Duty Drawback (DBK); IGST Refund for Exporters. New schemes – recent government announcement. Module 4 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)	Role play Participatory discussion Case study
	Oct	31	5	3	7	-	b) Institutional Assistance to Indian Exporters - Federation of Indian Export Organisations (FIEO), India	Role play Participatory discussion Case study

							Trade Promotion Organisation (ITPO), The Federation of Indian Chambers of Commerce and Industry (FICCI), Export Promotion Councils (EPCs) & Commodity Boards (CBs), Indian Institute of Foreign Trade (IIFT), Indian Institute of Packaging (IIP) c) Careers in export marketing Revision	
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
VI 2021-2022	Nov	30	4	13	13		Module 1 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. c) 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	Flip class room techniques Role play Participatory discussion Case study
	Dec	31	4	6	21		Module 2 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	Flip class room techniques Role play Participatory discussion Case study

							Export Marketing c) Sales Promotion Techniques used in Export Marketing; Importance of Trade Fairs and Exhibitions; Benefits of Personal Selling; Essentials of Advertising in Export Marketing;	
	Jan	31	5	1* (Republic day)	25	-	Module 3 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; E-exporting and Contemporary Issues in Export Marketing: Examine e business, e-commerce and e-marketing relate to export marketing	Flip class room techniques Role play Participatory discussion Case study
	Feb	28	4	1	23	-	Module 4 Export Procedure and Documentation a) Registration with different authorities; Pre-shipment Procedure involved in Exports; Procedure of Quality Control and Pre-shipment Inspection; b) Shipping and Custom Stage Formalities; Role of Clearing & Forwarding Agent; Post-shipment Procedure for Realisation of Export Proceeds	Flip class room techniques Role play Participatory discussion Case study

	Mar	31	4			15	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	Flip class room techniques Role play Participatory discussion Case study
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

Key reference Books/Magazines/Reference Material:

<https://blog.hubspot.com/marketing/public-relations-examples>

<https://www.yourarticlelibrary.com/marketing/marketing-introduction-evolution-approaches-and-objectives/50789>

<http://morethanbranding.com/2012/04/30/the-evolution-of-marketing/>

<https://www.getsmarter.com/blog/market-trends/the-evolution-of-marketing-from-trade-to-technology>

<http://www.whatishumanresource.com/counseling>

https://hr-guide.com/Training/Determining_Training_Needs.htm

<https://corehr.wordpress.com/2013/05/15/training-and-development-methods>

<https://www.mbaskool.com/business-concepts/human-resources-hr-terms/2580-employee-grievance.html#:~:text=Employee%20grievance%20refers%20to%20the,%2C%20adequate%20compensation%2C%20respect%20etc.>

<https://www.yourarticlelibrary.com/human-resources/grievance-handling-definition-features-causes-and-effects/32387>



S.P. Mandali's

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

Department of Commerce

Teaching – Learning Plan for the Academic Year: 2021-22

Teacher's Name: Dr. Tejashree Patankar

Program: B.Com

Semester: V and VI

Division: E &F

Course: Marketing Research– I & II

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.

Teaching Plan for the Academic Year: 2021-22

Term dates: 1 st Term –14 th June 2021 to 31 st October 2021								
Semester	Month	Number of days	Sundays	Holidays + Breaks	Teaching days	Exam Days	Topics Covered	Teaching Methodology/ Tools
V 2021	June	30	4	-	15	-	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 in Marketing Research, Qualities of a good Marketing Research professional	Virtual MS-team platform through PPT Practice Research guidance
	July	31	4	1	26	-	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 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.	Virtual MS-team platform through PPT Practice Research guidance-Topic: Effectiveness of Online learning and teaching. Questionnaire preparation for online survey on the topic.

							Data Warehouse: concept, importance	
	Aug	31	4+1* (Independence day)	2	24	-	Modules-2: Planning Research · Research Design- concept, importance, types Hypothesis- concept, types, importance · 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	Virtual MS-team platform through PPT Practice Research guidance-Topic: Effectiveness of Online learning and teaching. Questionnaire preparation for online survey on the topic.
	Sept	30	4	4	22	-	Module-3 Data Collection · 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 Module-4 Data Processing, Analysis, Reporting · Stages in Data processing Editing- meaning, objectives, types Coding- meaning, guidelines Classification- meaning, methods Tabulation- meaning, methods · Data Analysis & Interpretation Data Analysis- meaning, steps, use of · statistical tools (SPSS, SAS, MS EXCEL, MINITAB, RDBMS) Data · Interpretation- meaning, importance, stages · • Report Writing- concept, types, contents, essentials, use of visual aids in research report	Virtual MS-team platform through PPT Practice Research guidance-Topic: Effectiveness of Online learning and teaching. Questionnaire preparation for online survey on the topic.

	Oct	31	5	3	7	-		
SUBTOTAL		153	21+1*	10	94	16		
2nd Term – 15th November 2021 to 1st May 2022								
VI 2021-2022	Nov	30	4	13	13		Module-1 Applications of Marketing Research-I · Product Research- concept, areas, steps in new product development Product Testing & Test Marketing- concept, methods · Brand Research- concept, components of a Brand, importance of brand research 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 YouTube videos Case-study on Cadbury/ Ola /Amazon
	Dec	31	4	6	21		Module-2 Applications of Marketing Research-II · Physical Distribution research- concept, types of distribution channels, Supply Chain Management- concept, components of supply chain management, importance of physical distribution research · Promotion Research- concept, elements of promotion, importance of promotion research Advertising Research- concept, scope, pre & post testing methods of advertising effectiveness Consumer Research- concept, objectives, methods Motivation Research- concept, importance	Virtual MS-team platform through PPT Case Studies YouTube videos Case-study on Amazon, Flipkart, Myntra
	Jan	31	5	1* (Republic day)	25	-	Module-4 Applications of Marketing Research-III · Sales Research- concept, significance, scope/areas · Rural Marketing Research- concept, features of Indian rural market, sources of data, research tools, do's and don'ts in rural Marketing Research · Global Marketing Research- concept, factors affecting Global Marketing, need and scope of Global Marketing Research	Virtual MS-team platform ACTIVITIES1. Activity examining published information maintaining full records of sales and customer activity. 2.Activity to understand how on maintenance of company records and by means of field research and

								information supplied by salesmen and advertising agencies provides a balanced information flow to formulate suitable and effective marketing strategies
	Feb	28	4	1	23	-	Module-4 Managing Marketing Research · Organizing Marketing Research activity-factors involved in organizing Marketing Research activity, methods of organizing Marketing Research activity, In house marketing department, -- structure, merits, demerits	Virtual MS-team platform Case Studies YouTube videos
	Mar	31	4	2	10	15	Professional Marketing Research agencies-structure, merits, demerits, professional standards Prominent Marketing Research agencies- HTA, ORG, IMRB, NCAER, Nielson REVISION LECTURES	Virtual MS-team platform Case-study on data-capacities and high-quality research work by HTA,ORG, IMRB, NCAER, Nielson
	April	30	4	3	-	23		
	May	31	5	26	-	-		
SUBTOTAL		211	30	9+1*	92	38		
GRAND TOTAL		364	52	19+1*	186	54		

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. Encyclopaedia 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: 2021-22

Appendix VII C

Teacher's Name:

Department: Mathematics

Program: B.Com

- 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 2021-22

	Month	No. of Days (in months)	No. of Sundays	No. of Holidays	No. of Teaching Days	No. of Exam Days	No. of Working Day	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	Introduction of Statistics/Research, Application in Business Research, Application in Business/ Replacement Theory	MS team, PPT, Digital pad, PC, white board
	July	31	4	1	26	-	26	-	Replacement Theory / Transportation Problem	MS team, PPT, Digital pad, PC, white board
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Transportation Problem/ Linear Programming Problems	MS team, PPT, Digital pad, PC, white board
	Sept	30	4	4	22	-	22	5	Linear Programming Problems	MS team, PPT, Digital pad, PC, white board
	Oct	31	5	3	7	16	23	6	Theory Exam/ Revision	
SUBTOTAL		153	21+1*	21	94	16	110+1*	24		
	Nov	30	4	13	13		13	14	PERT / Time Cost Trade – Off Analysis for CPM Networks.	MS team, PPT, Digital pad, PC, white board
	Dec	31	4	6	21		21	7	Theory of Games	MS team, PPT, Digital pad, PC, white board
II 2021-2022	Jan	31	5	1* (Republic day)	25	-	25		Inventory Models	MS team, PPT, Digital pad, PC, white board
	Feb	28	4	1	23	-	23		Simulation model	MS team, PPT, Digital pad, PC, white board
	March	31	4	2	10	15	25	-	Simulation model and Revision	
	April	30	4	3	-	23	23	-		

	May	31	5	26	-	-	-	30		
SUBTOTAL		212	30	51+1*	92	38	130	51		
TOTAL		365	52	73	186	54	240+1*	75		

First Term - 14th June 2021 to 31st October 2021 Both days

Second Term - 15th November 2021 to 1st May 2022 inclusive of both days

Reference :

- PERT & CPM Principles and Applications by L.S.Srinath
- Operations Research Principles & Practice by Ravinderan, Phillips Solber.
- Schaum's outline series Theory & Problems of Operations Research by Richard Bronson
- Operations Research by H.A.Taha 5. Operations Research by Gupta & Hira
- Operations Research Theory & Applications by J.K.Sharma
- Operations Research Problems & Solutions by V.K.Kapoor
- Quantitative Techniques by Shenoy, Shrivastav & Sharma.
- Introduction to Operations Research by Hiller & Lieberman
- Operations Research Techniques for Management by B.Banerjee
- Operations Research by Gupta & Manmohan
- Quantitative Techniques by N.D.Vohra

Teaching Plans

BMS

APPENDIX I



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Course: Business Communication-I Semester: I Division: 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 inter personal communication skills
- To enhance written communication skills

Term dates: 1st Term – JUNE 2021 TO OCT 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	-	Theory of Communication	PPT , video
	July	31	4	1	26	-	26	-	-	Theory of Communication / Obstacles to Communication in Business World	Case Study, Group Discussion and PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	-	Obstacles to Communication in Business World. Business Correspondence	Group discussion, PPT
	Sept	30	4	4	22	-	22	5	-	Language and Writing Skills	Group Discussion and PPT
	Oct	31	5	3	7	16	23	6	-	Theory Exam/ Revision	
	Subtotal		153	22+1*	21	94	16	110+1*	24	-	

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: 2021-2022

Teacher's Name:Ms. Deepti kharpas 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: 1st Term – JUNE 2021 TO OCT 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	-	Introduction to business economics	PPT ,video
	July	31	4	1	26	-	26	-	-	Demand analysis	Case Study, video, Worksheet
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	-	Market structure	Case Study, video, Graphs
	Sept	30	4	4	22	-	22	5	-	Pricing Practices	PPT, Video
	Oct	31	5	3	7	16	23	6	-	Theory Exam/ Revision	
Subtotal		153	22+1*	21	94	16	110+1*	24	-		

*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: 2021-2022

Teacher's Name: MS. Kasturi save Department: MS 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 – JUNE 2021 TO OCT 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	-	Contract Act, 1872 & Sale of Goods Act, 1930	PPT , Case Study.
	July	31	4	1	26	-	26	-	-	Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986	Case Study, Documentary
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	-	Intellectual Property Rights(IPR)	PPT and case study
	Sept	30	4	4	22	-	22	5	-	Company law	Videos and PPT
	Oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
	Subtotal		153	22+1*	21	94	16	110+1*	24	-	

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: 2021-2022

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 – JUNE 2021 TO OCT 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	-	Introduction to Statistics, Measures of Dispersion, Linear Regression	Worksheets white board, Practice questions
	July	31	4	1	26	-	26	-	-	Measures of Dispersion, and Linear Regression	white board, practice questions
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	-	Probability and Decision Theory	PPT white board, Practice questions
	Sept	30	4	4	22	-	22	5	-	Time Series and Index Number.	Worksheet and White Board
	Oct	31	5	3	7	16	23	6	-	Theory Exam/ Revision	
Subtotal		153	22+1*	21	94	16	110+1*	24	-		

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 Sweney, Thopmson 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: 2021-2022

Teacher's Name: Ms. Supriya Shetty

Department: BMS

Program: FY BMS

Course: Foundation Course I Semester: I Division: 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 – JUNE 2021 to OCT 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13		Indian Society – Unity in Diversity and conflicts	PPT , Role play, Case Study
	July	31	4	1	26	-	26	-		Social issues and problem	Case Study, PPT, Group Discussion
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		The Indian Constitution/	Group discussion, Case Study, PPT
	Sept	30	4	4	22	-	22	5		Significant Aspects of Political Processes	Case Study, PPT, Group Discussion
	Oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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: 2021-2022

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 – JUNE 2021 to OCT 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13		Understanding of Human Nature	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Introduction to Group Behaviour	Group discussion.Case Study, video,PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Organizational Culture and Motivation at workplace,Organizational Creativity and Development and Work Stress	PPT , Case Study, video, Group discussion
	Sept	30	4	4	22	-	22	5		Understanding of Human Nature	PPT , Case Study, video
	Oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

*15th August Independence Day

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

- Organisational behaviour, S.Robbins, Prentice Hall
- Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill
- Organisational behaviour, Fred Luthans, McGrawhill,Newyork
- Organisational behaviour, 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: 2021-2022

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: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13		Introduction to Accounting	whiteboard , worksheet
	July	31	4	1	26	-	26	-		Accounting Transactions	Worksheet, Whiteboard
	Aug	31	4+1*	2	24	-	24+1* (Independence Day)	-		Depreciation Accounting & Trial Balance	PPT, Whiteboard Worksheet
	Sep	30	4	4	22	-	22	5		Final Account	Whiteboard
	Oct	31	5	3	7	16	23	6		Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24	153		

*15th August Independence Day

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



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Course: Business communication II Semester: II Division: 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

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Presentation Skills Group Communication	PPT , Case Study, Group Discussion
	Dec	31	4	6	21		21	7		Business Correspondence	Case Study, video,PPT
	Jan	31	5	1 (Republic day)	25	-	25	-		Language and Writing Skills	PPT , Work Sheet
	Feb	30	4	1	23	-	23	-		Presentation Skills Group Communication	PPT , Case Study, Group Discussion
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			

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.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Mr. Yogesh Kumar Vaishya Department: BMS Program: FY BMS

Course: Business Environment Semester: II Division: 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.

Term dates: IIst Term – Nov 2021 to Apr 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Introduction to Business Environment Political and Legal environment	PPT , Case Study, video
	Dec	31	4	6	21		21	7		Social and Cultural Environment	Case Study, video, PPT
	Jan	31	5	1 (Republic day)	25	-	25	-		Technological environment	Group discussion, PPT , Case Study, video
	Feb	30	4	1	23	-	23	-		Competitive Environment	Video , PPT
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Course: Business Mathematics Semester: II Division: 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.

Term dates: II st Term – Nov 2021 to Apr 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Elementary Financial Mathematics	Whiteboard worksheet
	Dec	31	4	6	21		21	7		Matrices and Determinants	Practice sheet Whiteboard
	Jan	31	5	1 (Republic day)	25	-	25	-		Numerical Analysis [Interpolation]	Whiteboard Worksheet
	Feb	30	4	1	23	-	23	-		Derivatives and Applications of Derivatives	PPT , worksheet
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			

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



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Course: Foundation Course II Semester: II Division: 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.

Term dates: IIst Term – Nov 2021 to Apr 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Globalization and Indian Society Human Rights	Case Study, video, PPT
	Dec	31	4	6	21		21	7		Understanding oneself	Case Study, PPT, video
	Jan	31	5	1 (Republic day)	25	-	25	-		Stress management	PPT , Case Study, Group Discussion
	Feb	30	4	1	23	-	23	-		Conflict Management	Group Discussion, PPT
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: II st Term – Nov 2021 to Apr 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Introduction to Marketing	PPT , Case Study, video
	Dec	31	4	6	21		21	7		Marketing Environmental Research	Case Study, PPT, Group Discussion
	Jan	31	5	1 (Republic day)	25	-	25	-		Consumer Behavior	Video, Case Study, PPT
	Feb	30	4	1	23	-	23	-		Marketing Mix	PPT , Case Study, video
	March	31	4	2	10	15	25	-		Marketing Research	Videos and PPT
	April	30	4	3	-	23	23	-		Exam/ Revision	
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			

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.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Term dates: II st Term – Nov 2021 to Apr 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Laws Related to Industrial Relations.	PPT, Case Study.
	Dec	31	4	6	21		21	7		Laws Related to Health,	Case Study, PPT, Group Discussion
	Jan	31	5	1 (Republic day)	25	-	25	-		Laws Related To Compensation Management	PPT, Case Study.
	Feb	30	4	1	23	-	23	-		Law related Safety and Welfare	Video and PPT
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			

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



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Term dates: II st Term – Nov 2021 to Apr 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II 2022	Nov	30	4	13	13		13	14		Nature of Management Planning and decision making	PPT , Case Study, video
	Dec	31	4	6	21		21	7		Organizing	Case Study, video, PPT Group Discussion
	Jan	31	5	1- (Republic day)	25	-	25	-		Directing, Leadership, Co-ordination and Controlling	video, Role play, Case Study and PPT
	Feb	30	4	1	23	-	23	-		Controlling and Co-ordination	Video, Group discussion
	March	31	4	2	10	15	25	-		Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand Total		365	52	73	186	54	240+1*	75			

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, AjabPustakalay



S.P. Mandali's

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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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: 1st Term – June 2021 to Oct 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13		Introduction to Advertising, Budget, Evaluation.	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Current trends and careers in Advertising	Video, Group Discussion and PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Individual-Determinants of Consumer Behaviour	PPT , Case Study, Group Discussion
	Sept	30	4	4	22	-	22	5		Creativity in Advertising	Case Study, PPT
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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



S.P. Mandali's

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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 analyzing consumer information and using It to create consumer- oriented marketing strategies.

Term dates: 1st Term – June 2021 to Oct 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction To Consumer Behaviour	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Individual-Determinants of Consumer Behaviour	Case Study, group Discussion
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Environmental Determinants of Consumer Behaviour	PPT , videos
	Sept	30	4	4	22	-	22	5		Consumer decision making models and New Trends	Case study, PPT, Video
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

*15th August Independence Day

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: 2021-2022

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: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to Corporate Finance	worksheet, MS teams' white Board, PPT
	July	31	4	1	26	-	26	-		Capital Structure and Leverage	worksheet, MS teams' white Board
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Time Value of Money	PPT , worksheet, MS teams' white Board
	Sept	30	4	4	22	-	22	5		Mobilization of Funds	Whiteboard, PPT, worksheet
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to Financial Market	PPT , worksheet, MS teams' white Board
	July	31	4	1	26	-	26	-		Dynamics of Equity Market	worksheet, MS teams' white Board
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Players in Debt Markets/ Valuation of Equity & Bonds	worksheet, MS teams' white Board, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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: 2021-2022

Teacher's Name: Nikhil Shetty Department:BMS

Course: Motivation & Leadership Semester: III Division: B No. of lectures (per week): 3

TEACHING OBJECTIVES:

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

Term dates: 1st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Motivation -I	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Motivation -II	Group discussion, Case Study, video
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Leadership-I / Leadership -II	PPT , Case Study, Group Discussion
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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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



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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Supriya Shetty

Department: BMS

Course: Recruitment & Selection

Semester: III

Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. The objective is to familiarize the students with concepts and principles, procedure of Recruitment and Selection in an organization.
2. To give an in-depth insight into various aspects of Human Resource management and make them acquainted with practical aspect of the subject.

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 202 1	June	30	4	11	15	-	15	13	College re-opens 6 th June	Hiring Process	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Selection	Role play, PPT Case Study
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Placemen t and Induction / Soft Skills	Case Study, Group Discussion, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

*15th August Independence Day

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: 2021-2022

Teacher's Name: Vahid Kapadia Department: BMS

Course: Information Technology in Business Management-I Semester: III Division: A/B

No. of lectures (per week): 6

TEACHING OBJECTIVES:

1. To learn basic concepts of Information Technology, its support and role in Management, for managers.
2. To understand basic concepts of Email, Internet and websites, domains and security therein.
3. To recognize security aspects of IT in business, highlighting electronic transactions, advanced security features.

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Cyber law and IT act	PPT , videos
	July	31	4	1	26	-	26	-		Office Automation using MS-Office	Video, Worksheet
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Email, Internet and its Applications / E-Security	Worksheet, Video, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Environmental Concepts	PPT, Case Study, video
	July	31	4	1	26	-	26	-		Environment degradation	Case Study, video, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Sustainability and role of business / Innovations in business- an environmental Perspective	Group Discussion, PPT, Case Study, video
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

*15th August Independence Day

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)



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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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:

1. Entrepreneurship is one of the major focus areas of the discipline of Management. This course introduces Entrepreneurship to budding managers.
2. 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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Foundations of Entrepreneurship Development	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Types & Classification Of Entrepreneurs	Case Study, Group Discussion
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Entrepreneur Project Development & Business Plan / Venture Development	video , Case Study, Group Discussion
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

*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



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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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:

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

Term dates: 1 st Term – June 2021 to Oct 2021												
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools	
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Analysis and Interpretation of Financial statements	PPT , Teams White Board and work sheet	
	July	31	4	1	26	-	26	-		Ratio analysis and Interpretation	Teams White Board and work sheet	
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Cash flow statement/ Working capital	Practice Questions, MS Teams White Board and work sheet	
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision		
	oct	31	5	3	7	16	23	6				
Subtotal		153	21+1*	21	94	16	110+1*	24				

*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.



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

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Hemant Solanki

Department: BMS

Course: Strategic Management Semester: III Division: 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 – June 2021 to Oct 2021												
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools	
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to Business policy and Strategic management	Case Study, PPT, Video	
	July	31	4	1	26	-	26	-		Strategy Formulation	PPT , Case Study, video	
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Strategic Implementation/ Strategic Evaluation & Control	Video, PPT, Case study	
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision		
	oct	31	5	3	7	16	23	6				
Subtotal		153	21+1*	21	94	16	110+1*	24				

*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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: 2st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II	Nov	30	4	13	13		13	14		MIS and Subsystems	PPT , Case Study
	Jan	31	5	1* (Republic day)	25	-	25			Introduction to databases and data warehouse / Outsourcing	Case Study, video
	Feb	28	4	1	23	-	23			Outsourcing	PPT , Case Study, video
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
	April	30	4	3	-	-	23	-			
	May	31	5	-	-	-	-	26			
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

Teacher's Name: Mrs. Shweta Ghare

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.

Term dates: 2st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
II	Nov	30	4	13	13	-	13	14		Introduction to Ethics and Business Ethics	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Ethics in Marketing, Finance and HRM	Group Discussion, Case Study, Role Play
	Jan	31	5	1 (Republic day)	25	-	25			Corporate Governance	PPT , Case Study
	Feb	28	4	1	23	-	23			CSR	Case Study, PPT, Group Discussion
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Deepti Kharapas

Department: BMS

Course: Business Economics-II Semester: IV Division: A and B No. 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.

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Macroeconomic Data and Theory	Case Study, PPT, video
	Dec	31	4	6	21	-	21	7		Money Inflation and policy	Video, Case Study, PPT
	Jan	31	5	1* (Republic day)	25	-	25			Fiscal policy and Its Instruments	PPT , Case Study, video
	Feb	28	4	1	23	-	23			Open Economy and Theory	Case Study, PPT, video
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
	April	30	4	3	-	-	23	-			
	May	31	5	-	-	-	-	26			
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Shweta Ghare Department: BMS

Course: Business Research Methodology Semester: IV Division: A and B 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

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Introduction to Business Method	PPT , Case Study
	Dec	31	4	6	21		21	7		Data Collection and processing	Worksheet, PPT Video
	Jan	31	5	1* (Republic day)	25	-	25			Data analysis and Interpretation	PPT , Case Study, Worksheet
	Feb	28	4	1	23	-	23			Advanced techniques in report writing	Case Study, PPT, Worksheet
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
	April	30	4	3	-	23	23	-			
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Production management	Case Study,PPT, video
	Dec	31	4	6	21		21	7		Material management	Case Study, PPT, video
	Jan	31	5	1* (Republic day)	25	-	25			Basics of TQM	PPT , Case Study, video
	Feb	28	4	1	23	-	23			Improvements strategies and certification	Worksheet, Case Study, video
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
	April	30	4	3	-	-	23	-			
	May	31	5	-	-	-	-	26			
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Introduction to marketing	PPT , Case Study, video
	Dec	31	4	6	21		21	7		Rural marketing	Case Study, PPT, Group Discussion
	Jan	31	5	1* (Republic day)	25	-	25			Rural marketing mix	Video, Case Study, PPT
	Feb	28	4	1	23	-	23			Rural marketing strategies	Case Study, PPT, Group Discussion
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

Reference Book :

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



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Introduction to IMC	PPT , video
	Dec	31	4	6	21		21	7		Elements of IMC-I	Case Study, PPT, video
	Jan	31	5	1* (Republic day)	25	-	25			Elects of IMC-II	Video, PPT, Case Study
	Feb	28	4	1	23	-	23			Evaluation in marketing communication.	Group Discussion, PPT , Case Study, video
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II	Nov	30	4	13	13		13	14		Corporate Restructuring	Worksheet, PPT, White board
	Dec	31	4	6	21		21	7		Accounting of internal Reconstruction	White board, Excelsheet, PPT , Worksheet
	Jan	31	5	1* (Republic day)	25	-	25			Accounting For External Resonstruction.	PPT , White board
	Feb	28	4	1	23	-	23			Impact of Reorganization of the company.	PPT , Worksheet
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
	May	31	5	26	-	-	-	30			
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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.

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Financial Institutions	Worksheet, PPT
	Dec	31	4	6	21		21	7		Financial Regulators & Institutions in India	Videos, PPT, Worksheet
	Jan	31	5	1* (Republic day)	25	-	25			Financial Markets	PPT , Case Study, video
	Feb	28	4	1	23	-	23			Managing Financial Systems Design	Case Study, video, PPT
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

Teacher's Name: Supriya Shetty

Department:BMS

Course: Training and Development Semester: IV 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

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Training Objectives, Scopes, Importance	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Overview of Development	Case Study, PPT, video
	Jan	31	5	1* (Republic day)	25	-	25			Concept of Management Development	Case Study, Group Discussion, PPT
	Feb	28	4	1	23	-	23			Performance Measurement	PPT , Case Study, Group Discussion
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Hemanth Solanki

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

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II	Nov	30	4	13	13		13	14		Introduction of Change Management	PPT , Case Study, video
	Dec	31	4	6	21		21	7		Impact of Change Management	Case Study, Group Discussion
	Jan	31	5	1* (Republic day)	25	-	25			Resistance to Change Management	Video, PPT , Case Study
	Feb	28	4	1	23	-	23			Effective Implementation of Change	PPT , Case Study, Group Discussion
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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: 1st Term – June 2021 to Oct 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Overview of Logistics and Supply Chain Management	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Elements of Logistics Mix	Group discussion, PPT , Case Study, video
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Inventory Management , Logistics Costing, Performance / Recent Trends in Logistics and Supply Chain Management	Case Study, PPT, video
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Mrs. Shweta Ghare 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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Foundation of Corporate Communication	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Understanding Public Relations	Case Study,PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Functions of Corporate Communication and Public Relations / Emerging Technology in Corporate Communication	Group Discussion, Case Study, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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: 1st Term – June 2021 to Oct 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to Investment Environment	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Risk - Return Relationship	Worksheet, PPT , Whiteboard
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Portfolio Management and Security Analysis/ Theories, Capital Asset Pricing Model and Portfolio Performance Measurement	White Board, worksheet, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
	Subtotal		153	21+1*	21	94	16	110+1*	24		

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 show to hedge his risks, diversifying his portfolio.
- To enable the leaner 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: 1st Term – June 2021 to Oct 2021

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to Commodities Market and Derivatives Market	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Futures and Hedging	Case Study, PPT, video
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Options and Option Pricing Models	PPT , Case Study, video
	Sept	30	4	4	22	-	22	5		Trading, Clearing & Settlement In Derivatives Market and Types of Risk	Video, Worksheet, Case Study, PPT
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Insurance Planning and Investment Planning	Video, Whiteboard, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Financial Mathematics / Tax and Estate Planning /	PPT , Worksheet, MS Teams Whiteboard
	Sept	30	4	4	22	-	22	5		Retirement Planning/ Income Streams & Tax Savings Schemes	Video, PPT, Case Study, Worksheet
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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: 2021-2022

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	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 202 1	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction, Risk Measurement and Control	Case Study, video, PPT
	July	31	4	1	26	-	26	-		Risk Avoidance and ERM	PPT , Case Study, video
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Risk Governance and Assurance / Risk Management in Insurance	video, worksheet, PPT
	Sept	30	4	4	22	-	22	5		Theory Exam/ Revision	
	oct	31	5	3	7	16	23	6			
Subtotal		153	21+1*	21	94	16	110+1*	24			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction of Services Marketing	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Key Elements of Services Marketing Mix	Case Study, PPT, Group discussion
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Managing Quality Aspects of Services Marketing /	PPT , Group discussion, Case Study, video
	Sept	30	4	4	22	-	22	5		Marketing of Services	Group discussion, PPT,
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Market Analysis and Selling	Case Study, video, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Distribution Channel Management	PPT , Case Study, Group Discussion
	Sept	30	4	4	22	-	22	5		Evaluation, Ethics and Trends	Worksheet, Group discussion. PPT
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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. Havaladar, Vasant M. Cavale, Sales and Distribution Management – Text & Cases, Mcgraw
- Hill Education, 2nd Edition, 2011



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Introduction to E-commerce	PPT , Case Study, video
	July	31	4	1	26	-	26	-		E-Business & Applications	Video, PPT , Case Study
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Payment, Security, Privacy & Legal Issues in E-Commerce	PPT , Case Study.
	Sept	30	4	4	22	-	22	5		Digital Marketing	Group discussion, PPT, Video
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 202 1	June	30	4	11	15	-	15	13	College re-opens 6 th June	SHRM - An Overview	PPT, Case Study, video
	July	31	4	1	26	-	26	-		HR Strategies	Group discussion video, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		HR Policies /	Role play, PPT, Group discussion
	Sept	30	4	4	22	-	22	5		Recent Trends in SHRM	Case study, Videos, Group discussion
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Compensation Plans and HR Professionals	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Incentives and Wages	Case Study, video, group discussion
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Compensation to Special Groups and Recent Trends	Case Study, video and Group discussion
	Sept	30	4	4	22	-	22	5		Ethical issues in Compensation	Group discussion, PPT
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology / Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Performance Management – An Overview	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Performance Management Process	Case Study, group discussion, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Ethics, Under Performance and Key Issues in Performance	Group discussion, PPT , Case Study
	Sept	30	4	4	22	-	22	5		Career Planning and Development	Group discussion, Role play
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Supriya Shetty Department: BMS Course: Industrial Relations

Semester: V

Division: B

No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To introduce various concepts related to Industrial Relations
- To sensitize the students about Industrial Dispute and various machinery to resolve Industrial dispute.
- To familiarize the students with the importance of Trade union and the process of Collective Bargaining
- To help students understand various laws governing Industrial Relations

Term dates: 1 st Term – June 2021 to Oct 2021											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
I 2021	June	30	4	11	15	-	15	13	College re-opens 6 th June	Industrial Relations- An overview	PPT , Case Study, video
	July	31	4	1	26	-	26	-		Industrial Disputes	Case Study, Group discussion, PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-		Trade Unions and Collective Bargaining	PPT , Case Study, video
	Sept	30	4	4	22	-	22	5		Industrial Relations Related Laws in India	Group discussion, PPT, Case study
	oct	31	5	3	7	16	23	6		Theory Exam/ Revision	
Subtotal		153	21+1*	21	94	16	110+1*	24			

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: 2021-2022

Teacher's Name: Mr Hemant Solanki Subject: Operation Research Department: BMS
Program: BMS

Course: BMS Semester: VI Division: 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

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Introduction to Operations Research and Linear Programming	MS Teams whiteboard, worksheet
	Dec	31	4	6	21	-	21	7		Assignment and Transportation Models	Worksheet, MS Teams whiteboard
	Jan	31	5	1* (Republic day)	25	-	25	-		Network Analysis	MS Teams whiteboard, worksheet
	Feb	28	4	1	23	-	23	-		Job Sequencing and Theory of Games.	whiteboard, MS Team, worksheet
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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
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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Introduction to Traditional Financial Services	Worksheet, PPT, Video
	Dec	31	4	6	21	-	21	7		Issue Management and Securitization	Case study, PPT, worksheet
	Jan	31	5	1* (Republic day)	25	-	25	-		World Financial Markets & Institutions	Video, PPT , worksheet
	Feb	28	4	1	23	-	23	-		Consumer Finance and Credit Rating	Worksheet, PPT, Video
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Introduction to Project Management & Project Initiation	PPT , Case study, worksheet
	Dec	31	4	6	21	-	21	7		Analyzing Project Feasibility	PPT , case study, worksheet
	Jan	31	5	1* (Republic day)	25	-	25	-		Budgeting, Cost & Risk	Whiteboard, PPT , worksheet
	Feb	28	4	1	23	-	23	-		New Dimensions in Project Management	Group discussion,PPT , worksheet
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Dividend Decision and XBRL	Whiteboard, PPT , worksheet
	Dec	31	4	6	21	-	21	7		Capital Budgeting and Capital Rationing	PPT , Whiteboard, worksheet
	Jan	31	5	1* (Republic day)	25	-	25	-		Shareholder Value and Corporate Governance	Worksheet, PPT , whiteboard
	Feb	28	4	1	23	-	23	-		Financial Management in Banking Sector.	PPT , worksheet, Case study.
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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
- The course aims to give a comprehensive overview of International Finance as a separate area in International Business
- To introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of International Finance in this Globalized Market

Term dates: 2 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Foreign Exchange Risk	Whiteboard, PPT, Worksheet
	Dec	31	4	6	21	-	21	7		Appraisal & Tax Management, Foreign Exchange Markets.	PPT , Whiteboard, worksheet
	Jan	31	5	1* (Republic day)	25	-	25	-		Inventory Models, World Financial Markets	PPT , worksheet, Whiteboard
	Feb	28	4	1	23	-	23	-		Institutions & Risks, Foreign Exchange Risk, Appraisal	Worksheet, Whiteboard
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Nikhil Shetty 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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Introduction to Brand Management	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Planning and Implementing Brand Marketing Programs	Video, Group discussion, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		Measuring and Interpreting Brand Performance	Case Study, video
	Feb	28	4	1	23	-	23	-		Growing and Sustaining Brand Equity	Group discussion,PPT , Case Study
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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: 2021-2022

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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Introduction to International Marketing & Trade	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		International Marketing Environment and Marketing Research	Video, Group discussion, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		International Marketing Mix	Case Study, video
	Feb	28	4	1	23	-	23	-		Trends in International Marketing	Group discussion,PPT
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

Reference Books

- Philip R.Cateora, John L. Graham, PrashanthSalwan, 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 Leaning Private Limited New Delhi, Fifth Edition



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Overview of Media and Media Planning	PPT, Case study, Video
	Dec	31	4	6	21	-	21	7		Media Mix & Media Strategy	Group discussion, PPT, Video
	Jan	31	5	1* (Republic day)	25	-	25	-		Media Budgeting, Buying & Scheduling	PPT ,video, MS Teams Whiteboard
	Feb	28	4	1	23	-	23	-		Media Measurement, Evaluation	Case study, Worksheet, Whiteboard
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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 st Term – November 2021 to April 2022											
Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		Retail Management- An overview	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Retail Consumer and Retail Strategy	Video, Group discussion, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		Merchandise Management and Pricing	Case Study, video
	Feb	28	4	1	23	-	23	-		Managing and Sustaining Retail	Group discussion, PPT , Case Study
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

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.,



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.
3. To study the recent changes in international HRM with relevance to ethics.

Term dates: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13	-	13	14		International HRM overview	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Global HRM function	Video, Group discussion, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		Expatriation and Repatriation in HRM	Case Study, video
	Feb	28	4	1	23	-	23	-		International HRM Trends and Challenges	Group discussion,PPT , Case Study
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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

Term dates: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II	Nov	30	4	13	13	-	13	14		OD overview	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Organizational Diagnosis, Renewal and Change	Case Study Video, Group discussion, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		Organizational Intervention.	Case Study, video, PPT
	Feb	28	4	1	23	-	23	-		Organizational Effectiveness.	Group discussion,PPT , Case Study
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

List of reference Book

Term dates: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
2021-2022	Nov	30	4	13	13		13	14		Service sector Management overview	PPT , Case Study
	Dec	31	4	6	21		21	7		Managing Human Elements in service sector	Case Study, video, PPT
	Jan	31	5	1* (Republic day)	25	-	25	-		HRP evaluation, Attrition, retention and Globalization	Video, Case Study, PPT
	Feb	28	4	1	23	-	23	-		Issues and Challenges in service sector	Group discussion, PPT , Case Study
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

Jim, “Service Strategies-understanding why we shop”, Jaico Publishing House, Mumbai.

Dunne Lusch, “HR Management”, South Western Cengage Learning

K.S. Menon, “Service Management”, Macmillan India Ltd.,



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

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.

Term dates: 2st Term – November 2021 to April 2022

Term	Month	No. of days in month	No. of Sundays	No. of Holidays	No. of Teaching days	No. of Exam days	No. of working days	Vacation	Remarks	Topics Covered	Teaching Methodology/ Tools
II	Nov	30	4	13	13	-	13	14		Indian Ethos	PPT , Case Study, video
	Dec	31	4	6	21	-	21	7		Work Ethos	Group discussion, PPT , Case Study, video
	Jan	31	5	1* (Republic day)	25	-	25	-		Stress Management	PPT , Case Study, video, Group Discussion
	Feb	28	4	1	23	-	23	-		Indian Systems of learning	Role Play, Group discussion, PPT
	March	31	4	2	10	15	25	-		Theory Exam/ Revision	
Subtotal		212	30	51+1*	92	38	130	51			
Grand total		365	52	73	186	54	240+1*	75			

Teaching Plans

BAS



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Dr. Siddhi Mehta Department BCom (Actuarial Studies) Program: FY BAS

Course: Accountancy and Financial Management Semester -I Division: A No. of lectures (per week): 4

TEACHING OBJECTIVES:

- To impart knowledge of various accounting concepts, conventions, policies and related accounting standards to the learners.
- To impart knowledge to learners about accounting procedures, methods and techniques in solving problems and issues relating to various areas of accounting.
- To acquaint learners with practical aspects of 'account writing'.

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

1. 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 Chandwickk, Pentice Hall of India Adin Bakley (P)Ltd.
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech.Publishing Co. Ltd., Mumbai.
7. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
8. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shegal Ashok, Mayur Paper Back.
9. Compendium of Statement & Standard of Accounting, ICAI. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai.
10. Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai
11. Company Accounting Standards by Shrinivasan Anand, Taxman.
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
13. Introduction to Financial Accounting by Horngren, Pearson Publications.
14. Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education PrivateLtd; New Delhi



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Swati Mukund Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To make the learner aware about basic concepts, terms and evolution of insurance business
- To introduce the learner to the business of insurance and the principles of insurance.
- To educate the learner about the currently available insurance products.
- To make them aware about growing career opportunities in the field.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		PPT , Chalk & Board Computer
	July	31	4	1	26	-	26	-	The Conceptual Framework	PPT , Chalk & Board Computer
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	The Insurance Contract	PPT , Chalk & Board Computer
	Sept	30	4	4	22	-	22	5	Insurance Products	PPT , Chalk & Board Computer
	Oct	31	5	3	7	16	23	6	The Insurance Market	PPT , Chalk & Board Computer
Subtotal		153	22+1*	21	94	16	110+1*	24	-	-

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.
6. Hitt Michael A, Strategic Management, Cengage Learning, 2016.

7. Zeithaml, Valarie A, Services Marketing, McGraw Hill Education,2011.
8. Gupta S L, Retailing & E- tailing, International Book House, New Delhi, 2011.
9. Raghuram G, Logistics & Supply Chain Management: Cases and Concepts, MacmillanBusiness Books.
10. Joseph P T, E-Commerce an Indian Perspective, Prentice Hall India.2015



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Mahesh Deshpande Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To sensitize the learners the need for optimum utilization of scarce resources
- To familiarize the learners with the basic tools used for understanding production and consumption.
- To make them understand the interplay between market forces and optimum use of resources.
- To enable the learners about cost output relationship.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		
	July	31	4	1	26	-	26	-	Principles of Economics	Case Study, Group Discussion and PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Consumer Behaviour Theory	Group discussion, PPT
	Sept	30	4	4	22	-	22	5	Supply side Decisions	Group Discussion and PPT Computer
	Oct	31	5	3	7	16	23	6	Market Behaviour	PPT, Computer
Subtotal		153	22+1*	21	94	16	110+1*	24	-	-

List of Reference Books/ Magazine/ Any other Reference Material: Mehta, P.L.: Managerial Economics

1. Mehta, P.L.: Managerial Economics Analysis, Problem and Cases (S. Chand & Sons, N. Delhi).
2. Hirschey.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.
6. Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi).
7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi)



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Priya Malhotra Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To equip the learner with a communication process enabling them to comprehend instruction.
- To develop effective spoken language skills so as to enable learners to speak confidently. Interpersonally as well as in groups.
- To familiarise the learner with the nuances of corporate communication.
- To make the learner understand the special features of social media and the care to be taken while using social media.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		
	July	31	4	1	26	-	26	-	Theory of Communication	PPT , Chalk ,Board
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Obstacles to Communication in Business World	PPT , Chalk ,Board
	Sept	30	4	4	22	-	22	5	Business Correspondence	PPT , Chalk ,Board
	Oct	31	5	3	7	16	23	6	Language and Writing Skills	PPT , Chalk ,Board
Subtotal		153	22+1*	21	94	16	110+1*	24	-	-

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

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 - 349PB 81-7722-522-7.

- Scat X45.
6. 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.
 7. Lesikar, Raymond.V., Pettit John D and Flatley Marie . *Basic Business Communication*. Richard D. Irwin, INC. 1993. 26x20c.m. HB 0 256 10936 2, Lesikar, R.V. X:8(22).
 8. Naterop, B. Jean and Revell, Rod. *Telephoning in English*. Cambridge University. 2007. 24x18 + C00942 - C00943 - 375 PB 0-521-70893-1, B. Jean X45.

Suggested List of MOOC

1. <https://www.mooc-list.com/tags/communication-skills>.
2. <https://www.mooc-list.com/.../effective-communication>.
3. <https://www.mooc-list.com/tags/business-communication>.
4. <https://www.skilledup.com/.../learn-communications-online-free>.
5. <http://www.about.com/Communication+Skills+List>.

Courses:

1. <https://www.coursera.org/learn/management-leadership-english#>
2. <https://www.coursera.org/learn/business#>
3. <https://www.coursera.org/learn/powerpoint-presentations>.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name:

Teacher's Name: Kalpana Shah Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To make the learner understand the need for a sustainable environment.
- To sensitize the interface between population and related issues w.r.t development, urbanization and migration.
- To sensitize the learners on effective resource utilization.
- To make them aware about the concept of Thematic maps

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		PPT , Chalk Board, Computer
	July	31	4	1	26	-	26	-	Environment and Ecosystem and Natural Resources	PPT , Chalk Board, Computer
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Sustainable Development Populations and Emerging Issues of Development	PPT , Chalk Board, Computer
	Sept	30	4	4	22	-	22	5	Urbanization and Environment	PPT , Chalk Board, Computer
	Oct	31	5	3	7	16	23	6	Reading of Thematic Maps and Map Filling	PPT , Chalk Board, Computer
Subtotal		153	22+1*	21	94	16	110+1*	24	-	Internet and the World Wide Web

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

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

- Encyclopedia, Jaico Publ. House, Mumbai, 1196p.
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
 7. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p.
 8. Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay.
 9. Heywood, V.H & Waston, R.T. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p.
 10. Jadhav, H & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
 11. McKinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Webenhanced edition. 639p.
 12. Mhaskar A.K., Matter Hazardous, Techno-Science Publication.
 13. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.
 14. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p.
 15. Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt.Ltd. 345p.
 16. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut.
 17. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science XI.
 18. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (R).
 19. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication.
 20. Ecotourism Economics and Environment” by Nagarajan K and Alex K Thottunkel.
 21. Indian Ecotourism: Environmental Rules and Regulations” by Ratandeep Singh.
 22. Ecotourism and Sustainable Development” by Ravishanker Singh.
 23. K. Agarwal et al (1996) Biodiversity and Environment, APH, Dehra Dun.
 24. S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi.
 25. W.W. Collins and C.O. Qualset (1998) Biodiversity in Agro-ecosystem, CRC, Boston.
 26. V.K. Krishnamurthy (2003) Text Book of Biodiversity, Science Publisher, Chennai.
 27. Bharucha Erach, Textbook of Environmental Studies for Undergraduate Courses, Universities Press, 2005.



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Priya Malhotra Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES

- To help the learner understand the interdisciplinary approach of social fabric, appreciate unity in diversity.
- 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 contemporary social issues.
- To make them recognize existing inequalities and ways to correct them.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		
	July	31	4	1	26	-	26	-	Indian Society-Unity in Diversity and Conflicts	PPT , Chalk Board, Computer
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Social issues and problems	PPT , Chalk Board, Computer
	Sept	30	4	4	22	-	22	5	Mental Issues among the Youth	PPT , Chalk Board, Computer
	Oct	31	5	3	7	16	23	6	Understanding oneself, Stress and conflict management	PPT , Chalk Board, Computer
Subtotal		153	22+1*	21	94	16	110+1*	24	-	

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, ICFAI- 2012.
6. Regional Inequalities in India Bhat L SSSRD- New Delhi.
7. Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014).
8. The Constitution of India, P M Bakshi (2011).
9. The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub.
10. Politics in India: structure, Process and Policy Subrata Mitra, Routledge Pub.
11. Politics in India, Rajani Kothari, Orient Blackswan.
12. Problems of Communalism in India, Ravindra Kumar Mittal Pub.
13. Combating communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Bhuvaneshwari R. Department BCom (Actuarial Studies) Program: FY BAS

Course: Financial mathematics Semester: I Division: A No. of lectures (per week): 4

TEACHING OBJECTIVES:

- To orient the learners about financial mathematics in general.
- To build a strong foundation of simple interest, its calculation as well as distinguish between compound interest and its formulation.
- To give learners a fair idea about terms used in finance as an applied component.
- To lay foundations for the net component of valuation under finance and portfolio mix.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
I 2021-22	June	30	4	11	15	-	15	13		
	July	31	4	1	26	-	26	-	Interest and Annuity	PPT , Chalk Board.
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Application of Time Value of Money	PPT , Chalk Board, Computer
	Sept	30	4	4	22	-	22	5	Shares and Mutual Funds	PPT , Chalk Board, Computer
	Oct	31	5	3	7	16	23	6	Decision and Management of investments	PPT , Chalk Board, Computer
Subtotal		153	22+1*	21	94	16	110+1*	24	-	

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.
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 Sundar Shankaran, Vision Books, 2006, Sections 1.7, 1.8.1, 6.5 & Annexures 1.1 to 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 JSweney,
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 Brows Tata
McGraw-Hill Publishing CompanyLtd.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Dr. Siddhi Mehta Department BCom (Actuarial Studies) Program: FY BAS

Course: Accountancy and Financial Management Semester -II Division: A No. of lectures (per week): 4

TEACHING OBJECTIVES:

- To acquaint learners with the knowledge of Scope and Importance of Financial Management and familiarize them with various terms.
- To acquaint learners with the various methods and the importance of analyzing the financial statements of an entity.
- To acquaint learners with the different ratios used in financial statements analysis by a stakeholder in a decision-making process about an entity.
- To make the learner aware about the sources of finance and ways of raising finance.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Introduction to Financial Management	PPT , Chalk Board, Computer Case study
	Dec	31	4	6	21	-	21	7	Study of Financial Statements	PPT , Chalk Board, Computer Case study
	Jan	31	5	1* (Republic day)	25	-	25		Ratio Analysis	PPT , Chalk Board, Computer Case study
	Feb	28	4	1	23	-	23		Sources of Finance and Cash Flow Analysis	PPT , Chalk Board, Computer Case study
	March	31	4	2	10	15	25	-	Exam/Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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 Chandwickh, Pentice Hall of India Adin Bakley (P)Ltd.
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech.Publishing Co. Ltd., Mumbai.
7. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
8. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back.
9. Compendium of Statement & Standard of Accounting, ICAI. Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai.
10. Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai.
11. Company Accounting Standards by Shrinivasan Anand, Taxman.
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
13. Introduction to Financial Accounting by Horngren, Pearson Publications.
14. Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Swati Mukund Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To ensure basic understanding and knowledge of Life Insurance Business.
- To create awareness and understanding of an array of Health Insurance products.
- To impart information on actuarial valuation of annuities and Group Insurance Schemes.
- To make the learner knowledgeable about health insurance and the special features.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Life Insurance Organization	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Introduction to Actuarial Valuation	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Annuities	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Introduction to Health Insurance	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Exam /Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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, ButterworthHeinemann, 2003.
5. Piramal Gita, Business Legends, Penguin Books, 1998.
6. Hitt Michael A, Strategic Management, Cengage Learning, 2016.
7. Zeithaml, Valarie A, Services Marketing, McGraw Hill Education, 2011.
8. Gupta S L, Retailing & E- tailing, International Book House, New Delhi, 2011.
9. Raghuram G, Logistics & Supply Chain Management: Cases and Concepts, Macmillan Business Books
10. Joseph P T, E-Commerce an Indian Perspective, Prentice Hall India, 2015



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Mahesh Deshpande Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To enable learners to analyse the Macroeconomic concepts.
- To make learners understand the Role of Government in an Economy.
- To orient the learner with the function of money and elements of monetary policy.
- To make learners understand the dynamics of International trade

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Macroeconomic concepts	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	The Role of Government in an Economy	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Money, Inflation and Unemployment	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		International trade	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Exam /Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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).
5. Gregory Mankiw., Principles of Economics, Thomson South Western.
6. Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi).
7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi).



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Priya Malhotra Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To understand the effective use of powerpoint presentation.
- To understand the relevance and importance of conducting meetings.
- To teach the formats of letter writing.
- To enable the learner to adapt to the requirements of the industry.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Group Communication	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Business Correspondence	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Presentation Skills	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Language and Writing Skills	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Exam /Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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

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 - 349PB 81-7722-522-7. Scat X45.
6. 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.
7. Lesikar, Raymond.V., Pettit John D and Flatley Marie . *Basic Business Communication*. Richard D. Irwin, INC. 1993. 26x20c.m. HB 0 256 10936 2, Lesikar, R.V. X:8(22).
8. Naterop, B. Jean and Revell, Rod. *Telephoning in English*. Cambridge University. 2007. 24x18 + C00942 - C00943 - 375 PB 0-521-70893-1, B. Jean X45.

Suggested List of MOOC

1. <https://www.mooc-list.com/tags/communication-skills>
2. <https://www.mooc-list.com/.../effective-communication>
3. <https://www.mooc-list.com/tags/business-communication>
4. <https://www.skilledup.com/.../learn-communications-online-free>
5. <http://www.about.com/Communication+Skills+List>



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Kalpana Shah Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To educate the learner of various methods of Solid Waste Management for Sustainable Society and to create awareness about Agriculture and Industrial Development and its impact on the environment.
- To sensitize learners towards various Environmental Movements and educate them towards Environmental laws.
- To sensitize learners on the typology of tourism.
- To strengthen the learners map reading and interpretation skills with respect to Mumbai and Konkan region

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Solid Waste Management for Sustainable Society	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Agriculture and Industrial Development	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Tourism and Environment	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Environmental Movements and Management	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Map Filling ,Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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

1. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner
2. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt.Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net.
3. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
4. Clark R.S., Marine Pollution, Clanderson Press Oxford.
5. Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001,Environmental Encyclopaedia, Jaico Publ. House, Mumbai, 1196p.
6. De A.K., Environmental Chemistry, Wiley Eastern Ltd.
7. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment& Security. Stockholm Env. Institute Oxford Univ. Press. 473p.
8. Hawkins R.E., Encyclopaedia of Indian Natural History, Bombay Natural History Society, Bombay.
9. Heywood, V.H &Waston, R.T. 1995. Global Biodiversity Assessment.Cambridge Univ. Press 1140p.
10. Jadhav, H &Bhosale, V.M. 1995. Environmental Protection and Laws. HimalayaPub. House, Delhi 284 p.
11. Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Webenhanced edition. 639p.
12. Mhaskar A.K., Matter Hazardous, Techno-Science Publication.
13. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.
14. Odum, E.P. 1971. Fundamentals of Ecology. W.B. Saunders Co. USA, 574p
15. Rao M N. & Datta, A.K. 1987. WasteWater treatment. Oxford & IBH Publ. Co. Pvt.Ltd. 345p.
16. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut.
17. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science XI
18. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliancesand Standards, Vol I and II, Enviro Media (R).
19. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication.
20. Ecotourism Economics and Environment” by Nagarajan K and Alex K Thottunkel.
21. Indian Ecotourism: Environmental Rules and Regulations” by Ratandeep Singh.
22. Ecotourism and Sustainable Development” by Ravishanker Singh.

23. K. Agarwal et al (1996) Biodiversity and Environment, APH, DehraDun.
24. S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi.
25. W.W. Collins and C.O. Qualset (1998) Biodiversity in Agro-ecosystem, CRC, Boston.
26. V.K. Krishnamurthy (2003) TextBook of Biodiversity, Science Publisher, Chennai.
27. Bharucha Erach, Textbook of Environmental Studies for Undergraduate Courses, UniversitiesPress, 2005.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vinay Gudi Department BCom (Actuarial Studies) Program: FY BAS

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

TEACHING OBJECTIVES:

- To make the learners aware about the various aspects of globalization.
- To make the learners aware about “The Great Recession.”
- To familiarize the learners with the concepts related to Global Financial Markets.
- To enable the learner to appreciate the role of governments in handling global crises.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Globalisation and India	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Global Financial Markets	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		International Supervisors	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Major Economic global crisis	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Exam/Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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).
5. Gregory Mankiw., Principles of Economics, Thomson South Western.
6. Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi).
7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi).



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Bhuvaneshwari R Department BCom (Actuarial Studies) Program: FY BAS

Course: Financial Mathematics -II Semester -II Division: A No. of lectures (per week): 4

TEACHING OBJECTIVES:

- To expose the user to fundamental concepts such as cash flows, present value, future value, yield and probability that form the basis for further advanced learning.
- To understand how to construct the best investment strategies that minimise risks in the real world.
- To express, reason, and prove the underlying principles of finance and Research.
- To tackle the problems of the valuation of assets and financial instruments, as well as optimizing capital allocation and resources

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
II 2021-22	Nov	30	4	13	13	-	13	14	Random variables	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Statistical distributions	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Elementary Probability Theory	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Decision Theory	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Exam/Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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.
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 Sundar Shankaran, Vision Books, 2006, Sections 1.7, 1.8.1, 6.5 & Annexures 1.1 to 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, New Delhi.
22. Statistics for Business & Economics, David R Anderson, Dennis JSweney, Thopmson Publication.
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 Publishing House. Mathematics of Finance 2nd Edition Schaum’s Outline Series Peter Zima,Robert Browns Tata McGraw-Hill Publishing Company Ltd.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: SY BAS

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

TEACHING OBJECTIVES:

- The learners are made to understand the concept and is equipped to interpret mortality table.
- The learners get introduced to the existing models related to mortality.
- To make them aware of survival models and various estimators with reference to it.
- Learners are introduced to use open sources for using various processes.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Mortality studies	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Stochastic processes	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Survival models	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Valuation using Microsoft Excel	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Interpretation of survival models	Group discussions, case study analysis.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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

Actuarial Mathematics, Bowers, L. Newton, et. al. 2nd ISBN 0938959468, Society of Actuaries

2. Survival models and their estimation 1988 Actex Publications

3. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd.

4. Mortality Studies, WF Scott 2000 available at <https://www.coursehero.com/file/8346708/Mortality-Studies-WF-Scott/>

5. Life Contingencies by Alistair Neill, Institute of Actuaries Textbook, ISBN 978-0750609173,

6. published by Butterworth-Heinemann Ltd

7. Modelling, analysis, design, and control of stochastic systems, by Kulkarni, Vidyadhar G. Springer

8. Life Contingencies by E. P. Spurgeon ISBN 1107648092, Cambridge University Press.

9. Practical Data Science with R, Nina Zumel and John Mount

10. Data Mining Applications with R, Yanchang Zhao; Yonghua Cen

11. R for Everyone: Advanced Analytics and Graphics, Jared P. Lander

12. Statistics Using R by Purohit, Gore and Deshmukh, 2008, Narosa Publications

13. Actuarial Statistics- An Introduction Using R, Shailaja R Deshmuk



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vinayak Joshi Department BCom (Actuarial Studies) Program: SY BAS

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

TEACHING OBJECTIVES:

- To get the learners acquainted with scope of audit.
- To make them aware of the risks and its assessment in insurance industry.
- To know RBI regulations relating to audit of NBFCs and audit framework for BFSI.
- To understand the rules and regulations governing insurance sector in India

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	General Audit consideration	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Understanding Entity, Its Environment and Internal Control	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Audit Framework for BFSI	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Collection of Audit Evidence. Documentation	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Professional guidance for audit of BFSI	Group discussions, case study analysis.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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

2. Karla M Johnstone-Zehms, Audrey A., Auditing: A Risk Based-Approach by Gramling, et al. | Feb 14, 2018

3. Timothy Louwers, Allen Blay, et al, Auditing & Assurance Services (Auditing and Assurance Services) Feb 10, 2017)

4. Ray Whittington and Kurt Pany GEN COMBO LL PRINCIPLES OF AUDITING & OTHER ASSURANCE SERVICES;
CONNECT AC , May 4, 2018

5. Jones Orumwense, Principles and Practice of Internal Auditing in the Banking Industry: A Training Guide in internal and Forensic Auditing in Banks and other financial institutions, Feb 26, 2013

6. AICPA, Audit and Accounting Guide - Depository and Lending Institutions: Banks and Savings Institutions, Credit Unions, Finance Companies, and Mortgage Companies (AICPA Audit and Accounting Guide) Oct 23, 2018 7. Saloni Ramakrishna Enterprise Compliance Risk Management: An Essential Toolkit for Banks and Financial Services (Wiley Corporate F&A Book 641



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vahid Kapadia Department BCom (Actuarial Studies) Program: SY BAS

Course: Information technology in BFSI- I Semester -III Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To make the learner understand the growing importance of IT in BFSI.
- To make them aware about Data Base System in BFSI.
- To enable them use MS Office for managing office.
- To equip them with presentation skills.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Introduction and Concepts related to Information Technology	Use of FinTech Lab, practical assignment
	July	31	4	1	26	-	26	-	Data Base System in BFSI	Demonstration of software, practical assignment
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Internet and Information Technology	Use of FinTech Lab, demonstration of software
	Sept	30	4	4	22	-	22	5	Office Automation using MS Office, Advance Excel	Use of FinTech Lab, demonstration of software, practical assignment
	Oct	31	5	3	7	16	23	6	Presentation software	Use of FinTech Lab, demonstration of software, practical assignment
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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

- E-Banking in India : Challenges and Opportunities – By Rimpi Jatana, R. K. Uppal
2. Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
3. Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
4. Microsoft Office Professional 2013-Step by step
5. By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
6. An Overview of Cyber Crime and Security – Volume 1-1 st Edition by Akash Kamal Mishra
7. Computers and Banking by Sony and Agarwal
8. E-Commerce by David Whitely
9. Sanjay Soni and Vinayak Aggarwal, Computers and Banking, M/s Sultan Chand and sons, New Delhi, 1993.
10. Uppal, R. K. “E-Banking in India (challenges & Opportunities)”, New Century Publications, New Delhi, 2007.
12. General Bank Management from Indian Institute of Banking and Finance by Macmillan
13. Modern Banking Technology-by Firdos Temurasp Shroff – published by – Northern Book Center, New Delhi
14. General Bank Management from Indian Institute of Banking and Finance by Macmillan
15. Microsoft Office Professional 2013-Step by step



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Deepti Kharpas Department BCom (Actuarial Studies) Program: SY BAS

Course: Documentation, Analysis & Reporting- I Semester -III Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- . To make them understand the nuances of report writing, segmenting the report, the nomenclature, technicalities and flow of the report.
- To make them realise the need for an accepted format, alignment of different sections as well as subsections of the report.
- To make the learner comprehend the use of tables, graphs and other presentation aids in the report at the appropriate places.
- To enable them to become a rapid reader

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Overview of documentation analysis and reporting	PPT , video
	July	31	4	1	26	-	26	-	IRDAI Annual Report	Case Study, Group Discussion and PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Ways of Data Tabulation	Group discussion Case Study, Group Discussion, PPT
	Sept	30	4	4	22	-	22	5	Graphical interpretation and inferences.	Group Discussion and PPT
	Oct	31	5	3	7	16	23	6	Nuances of interpretation and reporting	PPT , video
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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

1. IRDAI English Annual Report
2. Banking Ombudsman Report

3. Nestle India Annual Report



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Usha Rao Department BCom (Actuarial Studies) Program: SY BAS

Course: Management , Functions & Challenges Semester -III Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To make the learners aware of conceptual knowledge and evolution of Management.
- To familiarize the learners with the functions of Management.
- To sensitize the learners about the actual work environment and how business managers have to deal with the issues related to changes in the environment.
- To sensitize the learners about the challenges faced by managers while reconstructing organisation

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Management Thoughts and Approaches	PPT , video
	July	31	4	1	26	-	26	-	Planning and Organising	Case Study, Group Discussion and PPT
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Directing and Controlling	Group discussion Case Study, Group Discussion, PPT
	Sept	30	4	4	22	-	22	5	Mergers and Acquisitions Turnaround and Closures.	Group Discussion and PPT
	Oct	31	5	3	7	16	23	6	Challenges posed by technology gap	PPT , video
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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

Challenges of Indian Management by B. R. Virmani.

2. Management Challenges of 21st century by Peter F. Drucker.

3. Management Book by Richard Newton; FT Publishing.

4. Truth about Leadership by James M. Kouzes and Barry Postet



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Kasturi Save Department BCom (Actuarial Studies) 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 learner with the various common business laws applicable to insurance business.
- To enable the learners in understanding the evolution of insurance laws.
- To make the learner aware of the evolution and legal framework of insurance business in India.
- To make them realize the need and importance of compliance.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Indian Contract Act 1872	Topical case studies, Discussions
	July	31	4	1	26	-	26	-	Negotiable Instruments Act, 1881	Topical case studies, Presentations
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Indian Partnership Act, 1932 and Consumer Protection Act, 1986	Role play and Presentation.
	Sept	30	4	4	22	-	22	5	Insurance Laws in India	Discussions and Presentation.
	Oct	31	5	3	7	16	23	6	Regulatory Framework of Insurance Business in India	Topical case studies.
	Subtotal		153	21+1*	21	94	16	110+1*	24	-

List of Reference Books/ Magazine/ Any other Reference Material

- IRDAI 1. Appointed Actuary Regulations, 2017 https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo3155&fl ag=1
2. IRDAI Investment Regulations, 2016 https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2934&fl ag=1



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Mr.Pranay Sharma Department BCom (Actuarial Studies) Program: SY BAS

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

TEACHING OBJECTIVES:

- To familiarize the learner with the various common business laws applicable to insurance business.
- To enable the learners in understanding the evolution of insurance laws.
- To make the learner aware of the evolution and legal framework of insurance business in India.
- To make them realize the need and importance of compliance.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
III 2021-22	June	30	4	11	15	-	15	13	Application of Least Square Method and other Linear Models	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Probability Distributions	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Analysis of Models	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Kaplan Meier: Naive estimator, hazard function, maximum likelihood estimator	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Analysis of Kaplan Meier curves	Group discussions, case study analysis.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

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.

2. Introduction to Stochastic Processes by Cinlar, E. Englewood Cliffs, N.J.: Prentice-Hall, 1975.
3. The Theory of Stochastic Processes by Cox, D. R., and H. D. Miller. New York: John Wiley & Sons, 1965.
4. Introduction to Stochastic Processes by Hoel, R. G., S. C. Port, and C. J. Stone. Boston: Houghton Mifflin, 1972. 5. Finite Markov Chains by Kemeny, J. G., and J. L. Snell. New York: Van Nostrand Reinhold, 1960.
6. Elements of Applied Stochastic Processes by Bhat, U. N. New York: John Wiley & Sons, 1972.
7. An Introduction to Probability Theory and Its Applications by Feller, W. 2 vols. New York: John Wiley & Sons, 1966 (vol. 2), 1968 (vol. 1, 3rd ed.).
8. A First Course in Stochastic Processes by Karlin, S., and H. M. Taylor. New York: Academic Press, 1975.
9. An Introduction to Stochastic Modeling by H.M. Taylor, and Samuel Karlin. New York: Academic Press, 3rd Edition.
10. 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.
11. Applied Calculus: By Stephen Waner and Steven Costenoble, Brooks/Cole Thomson Learning, second 57 edition, Chapter 1 to 5.
12. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10. 13. 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.
14. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12
15. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 1 and 2
16. STATISTICS by Schaum Series.
17. Fundamentals of Statistics - D. N. Elhance.
18. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India)
19. Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.
20. Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan –Prentice Hall of India.

21. Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited.
22. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons.
23. Business Mathematics : A P Verma, Asian Books Pvt. : Limited.
24. Statistics of Management , Richard Levin & David S. Rubin, Printice Hall of India , New Delhi.
25. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thopmson Publication.



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: FY BAS

Course: Life Contingencies -II Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- The learners are made to understand the concept and is equipped to interpret mortality table.
- The learners get introduced to the existing models related to mortality.
- To make them aware of survival models and various estimators with reference to it.
- Learners are introduced to use open sources for using various processes

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Application of survival models to simple problems in long-term insurance, pensions and banking	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Application of projected cash flow techniques in pricing, reserving, and assessing profitability of contracts	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Pensions: measurement, recognition and disclosures	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Life Contingency related software	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

Actuarial Mathematics, Bowers, L. Newton, et. al. 2nd ISBN 0938959468, Society of Actuaries

2. Survival models and their estimation 1988 Actex Publications

3. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd.

4. Mortality Studies, WF Scott 2000 available at <https://www.coursehero.com/file/8346708/Mortality-Studies-WF-Scott/>

5. Life Contingencies by Alistair Neill, Institute of Actuaries Textbook, ISBN 978-0750609173,

6. published by Butterworth-Heinemann Ltd

7. Modelling, analysis, design, and control of stochastic systems, by Kulkarni, Vidyadhar G. Springer

8. Life Contingencies by E. P. Spurgeon ISBN 1107648092, Cambridge University Press.

9. Practical Data Science with R, Nina Zumel and John Mount

10. Data Mining Applications with R, Yanchang Zhao; Yonghua Cen

11. R for Everyone: Advanced Analytics and Graphics, Jared P. Lander

12. Statistics Using R by Purohit, Gore and Deshmukh, 2008, Narosa Publications

13. Actuarial Statistics- An Introduction Using R, Shailaja R Deshmuk



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vinayak Joshi Department BCom (Actuarial Studies) Program: FY BAS

Course: Auditing-II Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To get the learners acquainted with scope of audit.
- To make them aware of the risks and its assessment in insurance industry.
- To know RBI regulations relating to audit of NBFCs and audit framework for BFSI.
- To understand the rules and regulations governing insurance sector in India

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Financial Reporting Framework	PPT , video
	Dec	31	4	6	21	-	21	7	Audit Consideration Chart	Case Study, Group Discussion and PPT
	Jan	31	5	1* (Republic day)	25	-	25		IFRS and GAAP	Group discussion Case Study, Group Discussion, PPT
	Feb	28	4	1	23	-	23		Application of statistical models to auditing	Group Discussion and PPT
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

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

2. Karla M Johnstone-Zehms, Audrey A., Auditing: A Risk Based-Approach by Gramling, et al. | Feb 14, 2018

3. Timothy Louwers, Allen Blay, et al, Auditing & Assurance Services (Auditing and Assurance Services) Feb 10, 2017)

4. Ray Whittington and Kurt Pany GEN COMBO LL PRINCIPLES OF AUDITING & OTHER ASSURANCE SERVICES;
CONNECT AC , May 4, 2018

5. Jones Orumwense, Principles and Practice of Internal Auditing in the Banking Industry: A Training Guide in internal and Forensic Auditing in Banks and other financial institutions, Feb 26, 2013

6. AICPA, Audit and Accounting Guide - Depository and Lending Institutions: Banks and Savings Institutions, Credit Unions, Finance Companies, and Mortgage Companies (AICPA Audit and Accounting Guide) Oct 23, 2018
7. Saloni Ramakrishna Enterprise Compliance Risk Management: An Essential Toolkit for Banks and Financial Services (Wiley Corporate F&A Book 641



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vahid Kapadia Department BCom (Actuarial Studies) Program: FY BAS

Course: Information Technology in BFSI-II Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To make the learner understand the growing importance of IT in BFSI.
- To make them aware about Data Base System in BFSI.
- To enable them use MS Office for managing office.
- To equip them with presentation skills

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Role of Information Technology in Life Insurance	Demonstration of software, practical assignment
	Dec	31	4	6	21	-	21	7	Role of Information Technology in General Insurance	Demonstration of software, practical assignment
	Jan	31	5	1* (Republic day)	25	-	25		Integrated Grievance Management System (IGMS)	Use of FinTech Lab, Demonstration of software,
	Feb	28	4	1	23	-	23		Future of Information Technology and Insurance Sector - TRAMBID, R Programming	Use of FinTech Lab, demonstration of software, practical assignment
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. E-Banking in India : Challenges and Opportunities – By Rimpi Jatana, R. K. Uppal
2. Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
3. Frontiers of E-Commerce – by Ravi Kalakota, Andrew B. Whinston – Pearson Education
4. Microsoft Office Professional 2013-Step by step
5. By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
6. An Overview of Cyber Crime and Security – Volume 1-1 st Edition by Akash Kamal Mishra
7. Computers and Banking by Sony and Agarwal
8. E-Commerce by David Whitely
9. Sanjay Soni and Vinayak Aggarwal, Computers and Banking, M/s Sultan Chand and sons, New Delhi, 1993.
10. Uppal, R. K. “E-Banking in India (challenges & Opportunities)”, New Century Publications, New Delhi, 2007.
12. General Bank Management from Indian Institute of Banking and Finance by Macmillan
13. Modern Banking Technology-by Firdos Temurasp Shroff – published by – Northern Book Center, New Delhi 14. General Bank Management from Indian Institute of Banking and Finance by Macmillan
15. Microsoft Office Professional 2013-Step by step
16. By Beth Melton, Mark Dodge, Echo Swinford



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Deepti Kharpas Department BCom (Actuarial Studies) Program: FY BAS

Course: Documentation, Analysis & Reporting-II Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To make them understand the nuances of report writing, segmenting the report, the nomenclature, technicalities and flow of the report.
- To make them realise the need for an accepted format, alignment of different sections as well as subsections of the report.
- To make the learner comprehend the use of tables, graphs and other presentation aids in the report at the appropriate places.
- To enable them to become a rapid reader

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Analysis of the information in the IRDAI annual report.	PPT , video
	Dec	31	4	6	21	-	21	7	Analysis of the information in the Banking Ombudsman Report	Case Study, Group Discussion and PPT
	Jan	31	5	1* (Republic day)	25	-	25		Professional report writing.	Group discussion Case Study, Group Discussion, PPT
	Feb	28	4	1	23	-	23		interpretation of statistical tables	Group Discussion and PPT
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material : 1. IRDAI English Annual Report

2. Banking Ombudsman Report

3. Nestle India Annual Report



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Yogesh Vaishya Department BCom (Actuarial Studies) Program: FY BAS

Course: Production and Finance Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To get them introduced to few aspects of production and quality management.
- 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 and also to orient them on how to invest in these financial markets

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Production Quality Management	Presentation, Practical work,
	Dec	31	4	6	21	-	21	7	Pension Plans and retirement benefits	Presentation, Practical work,
	Jan	31	5	1* (Republic day)	25	-	25		Indian Financial System-I Institutional Framework	Case studies, group discussions and presentations.
	Feb	28	4	1	23	-	23		Indian Financial System-II Markets and Players and Institutions and Individuals.	Group discussions and presentations.
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

- Gene Burton, ManabThakur . Management Today Principles& Practice-, Tata McGrawHill,PublishingCo.Ltd.
2. JamesA.F.Stoner .Management –, Prentice Hall, Inc .U.S.A.
3. Heinz Wehrich& Harold Koontz .Management: Global Prospective –, Tata McGraw- Hill, Publishing Co.Ltd.
4. AlexisLeon ,MathewsLeon Vijay Nicole .Essential of Database Management Systems -, Imprints Pvt Ltd.
5. Peter Drucker .Management –Task ,Responsibility , Practices – Truman Talley Books / E.P. Dutton / New York
6. Viswanathan Rajeesh . Principles Of Management : Concepts &Cases . - 1st ed . - Mumbai : Himalaya Publishing House , 2010
7. Viswanathan Rajeesh Bhat K.Shridhara. Principles Of Management : Concepts & Cases Mumbai Himalaya Publishing House 2010
8. Sane Vivek S . Principles & Practices of Management. Pune : Symbiosis Centre for Distance Learning ,
9. P.B Principles & Practices of Management Pune Symbiosis Centre for Distance Learning
10. Ramasamy T . Principles of Management. - Mumbai : Himalaya Publishing House , 2014
11. Ramasamy T. Ramasamy .Principles of Management,Mumbai, Himalaya Publishing Hous, 2014
12. Jain T.K . Chugh Preeti. Principles of Marketing Management. - Jaipur : Garima Publication , 2017
13. VasishthNeeru ; Vasishthvibhuti . Taxmann’s Principles of Management: Text & Cases / 4 th ed . - New Delhi : 14. Indian Financial System—Bharathi Pathiak, Pearson Publication.
15. Financial Institutions and Markets : Structure Growth& Innovations – L.M.Bhole , JitendraMahakad, Tata McGraw Hill.
16. The IndianFinancial System and Financial Market Operator-VasantDesai, Himalaya Publishing. 48
17. Indian Financial System – M.Y.Khan, Tata McGraw –Hill.
18. Production and Operations Management –Anandkumar Sharma, Anmol Publication.
19. Mutual Funds in India: Emerging Issues-NaliniPravaTripathy, Excel Books New Delhi.
20. Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing.
21. Khan, M.Y., Indian Financial System-Theory and Practice. New Delhi: Vikas Publishing House.
22. Sharma, G.L., and Y.P. Singh eds. Contemporary Issues in Finance and Taxation. Academic Foundation, Delhi.
23. Khan and Jain, Financial Services, Tata McGraw Hill.
24. Singh, J.K., Venture Capital Financing in India. DhanpatRai and Company, New Delhi.
25. Horne, Van; James C., John Wachowicz, Fundamentals of Financial Management, Pearson Education



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Kasturi Save Department BCom (Actuarial Studies) Program: FY BAS

Course: Insurance Business Regulation and Supervision Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To make the learner understand the provisions of various insurance specific laws.
- To make them appreciate the role of IRDAI with respect to insurance industry.
- To enable the learners to understand the need for Fire, Marine and Motor Insurance in India.
- To make the learner aware about the role of intermediaries and the legal regulation related to them

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	IRDAI Life and Health insurance	Topical case studies, Discussions
	Dec	31	4	6	21	-	21	7	IRDAI General Insurance and Re-insurance	Topical case studies, Presentations
	Jan	31	5	1* (Republic day)	25	-	25		Fire Insurance, Marine Insurance and Motor Insurance in India	Case studies, Role play and Presentation.
	Feb	28	4	1	23	-	23		Regulation of Intermediaries in the Insurance Industry	Discussions and Presentation.
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1 IRDAI Actuarial Report and Abstract for Life Insurance Business, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2848&fl ag=1

2 IRDAI General Insurance – Reinsurance, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2865&fl ag=1

3 IRDAI Life Insurance-Reinsurance, 2013

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo1971&fl ag=1

4 IRDAI Reinsurance Regulations, 2018 https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo3685&fl ag=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&fl ag=1

6 IRDAI Assets, Liabilities and Solvency Margin of General Insurance Business, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2845&fl ag=1

7 IRDAI Expenses of Management of Insurers Transacting Life Insurance Business, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2864&fl ag=1

8 IRDAI Expenses of Management of Insurers Transacting General or Health Insurance Business, 2016

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo2850&flag=1

9 IRDAI Preparation of Financial Statements and Auditor's Report of Insurance Companies, 2002

https://www.irdai.gov.in/ADMINCMS/cms/frmGeneral_Layout.aspx?page=PageNo3632&flag=1



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: FY BAS

Course: Mathematical Modeling – II Semester -IV Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- To introduce basic concepts of mathematics and statistics that are relevant to survival models and stochastic models in Actuarial studies
- To enable the learner to understand Probability distribution.
- To ensure the understanding of Markov Chain Processes.
- To become familiar with the construction of Markov Jump Processes

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
IV 2021-22	Nov	30	4	13	13	-	13	14	Time Series	Use of technology, Chalk and Talk method,
	Dec	31	4	6	21	-	21	7	Actuarial Modeling	Use of technology, Chalk and Talk method,
	Jan	31	5	1* (Republic day)	25	-	25		Markov Chain Processes and Markov Jump Processes	Chalk and Talk method ,Group discussions
	Feb	28	4	1	23	-	23		Simple Assurance & Annuity Contracts	Group discussions, case study analysis
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. Probability and Stochastic Processes with a View Toward Applications by Breiman, L. Boston: Houghton Mifflin, 1969.
2. Introduction to Stochastic Processes by Cinlar, E. Englewood Cliffs, N.J.: Prentice-Hall, 1975.
3. The Theory of Stochastic Processes by Cox, D. R., and H. D. Miller. New York: John Wiley & Sons, 1965.
4. Introduction to Stochastic Processes by Hoel, R. G., S. C. Port, and C. J. Stone. Boston: Houghton Mifflin, 1972. 5. Finite Markov Chains by Kemeny, J. G., and J. L. Snell. New York: Van Nostrand Reinhold, 1960.
6. Elements of Applied Stochastic Processes by Bhat, U. N. New York: John Wiley & Sons, 1972.
7. An Introduction to Probability Theory and Its Applications by Feller, W. 2 vols. New York: John Wiley & Sons, 1966 (vol. 2), 1968 (vol. 1, 3rd ed.).
8. A First Course in Stochastic Processes by Karlin, S., and H. M. Taylor. New York: Academic Press, 1975.
9. An Introduction to Stochastic Modeling by H.M. Taylor, and Samuel Karlin. New York: Academic Press, 3rd Edition.
10. 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.
11. Applied Calculus: By Stephen Waner and Steven Costenoble, Brooks/Cole Thomson Learning, second 57 edition, Chapter 1 to 5.
12. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
13. 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.
14. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12
15. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 1 and 2
16. STATISTICS by Schaum Series.
17. Fundamentals of Statistics - D. N. Elhance.

18. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India)
19. Statistics - Theory, Method & Applications D.S.Sancheti& V. K. Kapoor.
20. Modern Business Statistics - (Revised)-B. Pearles& C. Sullivan –Prentice Hall of India.
21. Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited.
22. Business Mathematics : D C Sancheti& V K Kapoor, Sultan Chand & Sons.
23. Business Mathematics : A P Verma, Asian Books Pvt. :Limited.
24. Statistics of Management , Richard Levin & David S. Rubin, Printice Hall of India , New Delhi.
25. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thopmson Publication.
26. Business Statistics , Bharadwaj , Excel Books, Delhi
27. Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher.
28. Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions, 2000. 29. Stochastic Models for Social Processes by Bartholomew, D. J. New York: John Wiley & Sons, 1967



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

- The learners are made to understand the concept and is equipped to interpret mortality table.
- The learners get introduced to the existing models related to mortality.
- To make them aware of survival models and various estimators with reference to it.
- Learners are introduced to use open sources for using various processes.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Mortality studies	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Stochastic processes	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Survival models	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Valuation using Microsoft Excel	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Interpretation of survival models	Group discussions, case study analysis.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. Actuarial Mathematics, Bowers, L. Newton, et. al. 2nd ISBN 0938959468, Society of Actuaries
2. Survival models and their estimation 1988 Actex Publications
3. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd.
4. Mortality Studies, WF Scott 2000 available at <https://www.coursehero.com/file/8346708/Mortality-Studies-WF-Scott/>
5. Life Contingencies by Alistair Neill, Institute of Actuaries Textbook, ISBN 978-0750609173,
6. published by Butterworth-Heinemann Ltd
7. Modelling, analysis, design, and control of stochastic systems, by Kulkarni, Vidyadhar G. Springer
8. Life Contingencies by E. P. Spurgeon ISBN 1107648092, Cambridge University Press.
9. Practical Data Science with R, Nina Zumel and John Mount
10. Data Mining Applications with R, Yanchang Zhao; Yonghua Cen
11. R for Everyone: Advanced Analytics and Graphics, Jared P. Lander
12. Statistics Using R by Purohit, Gore and Deshmukh, 2008, Narosa Publications
13. Actuarial Statistics- An Introduction Using R, Shailaja R Deshmuk



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: TY BAS

Course: Advanced Financial Mathematics -I Semester - V Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- In-depth understanding of interest rates, duration of assets and liabilities, studying of actuarial models.
- Understanding and application of distributions used for calculating losses and risk models.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Interest rate yield curves	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Principles of actuarial modelling	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Fundamentals of frequency and severity models	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Fundamentals of aggregate models	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Revision	.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. ActEd Study Material Subject CM2 2019 Actuarial Education Company, acted@bpp.com
2. Actuarial Mathematics, Bowers, L. Newton, et. al., ISBN 0938959468, Society of Actuaries USA
3. An introduction to the mathematics of finance by McCutcheon, J. J., Scott, W. F., Heinemann, 1986. ISBN: 043491228X
4. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns TataMcGraw-Hill Publishing Company Ltd.
5. Derivatives Markets (3rd edition), by Robert McDonald, Pearson India.
6. Options, Futures and Other Derivatives, by John Hull and S. Basu, 9789352866595, Pearson Education.
7. John Freund's Mathematical Statistics with Applications by Miller, 131427067, Prentice Hall.
8. The Term Structure of Interest Rates, by Robert A. Jarrow, Annual Reviews 2009.
9. Elementary Statistics by Mario Triola 9780321369185, Prentice Hall.
10. Descriptive Statistics by R. J. Shah, Sheth Publishers.
11. Statistical Methods by R. J. Shah, Sheth Publishers



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vallaban Narayanan Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

- Understanding of different asset classes, economic influences on assets, relationship between risk and return.
- Understanding investment policy for Indian savings, employee benefit plans, insurance companies.
- Analysing measures of investment risk and asset valuation.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Investments and markets	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Investment policy in long-term savings and employee benefits	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Behavioural finance for investment and measures of investment risk	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Equity and bond valuation	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Revision	.
	Subtotal		153	21+1*	21	94	16	110+1*	24	-

List of Reference Books/ Magazine/ Any other Reference Material

1. ActEd Study Material Subject CM1 2019 Actuarial Education Company, acted@bpp.com
2. ActEd Study Material Subject CM2 2019 Actuarial Education Company, acted@bpp.com
3. Derivatives Markets (3rd edition), Robert McDonald, Pearson India
4. Options, Futures and Other Derivatives, by John Hull and S. Basu, 9789352866595, Pearson Education.
5. An introduction to the mathematics of finance by McCutcheon, J. J., Scott, W. F. Heinemann, 1986. ISBN: 043491228X.
6. Behavioural Finance, by Prasanna Chandra, ISBN 9389811287, McGraw Hill India.
7. The Behavioural Investor by Daniel Crosby, ISBN 9388423623, Jaico Publishers.
8. Pension Fund ESG Risk Disclosures: Developing Global Practice, International Actuarial Association 2020.
9. The Term Structure of Interest Rates, by Robert A. Jarrow, Annual Reviews 2009



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Aparna Menjode Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

1. To prepare young adults for German business communication
2. To prepare young adults to deal with German clients in business situations

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Business Etiquettes: conversations with colleagues and clients	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Establishment of a new office	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	To make official and unofficial appointments	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	Report Writing	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Revision	.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

List of Reference Books/ Magazine/ Any other Reference Material

DaF im Unternehmen A1 Kurs – und Übungsbuch, Klett Verlag



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Divya Lalwani Department BCom (Actuarial Studies) Program: TY BAS

Course: Customer Relationship Management -I Semester - V Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To help the Learners to understand the concepts of CRM and e-CRM.
2. To know the CRM practices in service sectors.
3. To understand the values of customer

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Introduction of CRM and its Fundamentals	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Customer Acquisition	Use of technology, Chalk and Talk method,
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Customer Retention	Chalk and Talk method ,Group discussions
	Sept	30	4	4	22	-	22	5	CRM Mechanics	Use of technology, Chalk and Talk method
	Oct	31	5	3	7	16	23	6	Revision	.
Subtotal		153	21+1*	21	94	16	110+1*	24	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. Judith W .Kincaid , Customer Relationship Management Getting it Right, PearsonEducation
2. H.Peeru Mohamed , A Sagadevan, Custmer Relationship Management, A Step by StepApproach, Vikas Publishing House
- 3.Customer Centricity –Focus on right customer for strategic advantage, by Peter Fader,Wharton Digitz Press , 2012



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma and Vallabh Narayan Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

1. Understanding the process of doing research is conducted from introduction to conclusion.
2. Learning about research methodology, literature review, data analysis and project appraisal using R programming and Python
3. Learning Option Greeks and application in risk management

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
V 2021-22	June	30	4	11	15	-	15	13	Option Greeks and Risk management	Use of technology, Chalk and Talk method,
	July	31	4	1	26	-	26	-	Retirement planning – Pension plans and benefits	Chalk and Talk method ,Group discussions
	Aug	31	4+1* (Independence Day)	2	24	-	24+1* (Independence Day)	-	Data structuring using R and Python	Use of technology and Talk method
	Sept	30	4	4	22	-	22	5	Data analysis using R and Python	Use of technology and Talk method
	Oct	31	5	3	7	16	23	6	Revision	.
	Subtotal		153	21+1*	21	94	16	110+1*	24	-

List of Reference Books/ Magazine/ Any other Reference Material

<https://www.think-asia.org/bitstream/handle/11540/12131/disaster-risk-financing-country-diagnostics-toolkit.pdf?sequence=1>

<https://actuariesociety.org.za/convention/convention2015/wp-content/uploads/2015/10/2015-Marais.pdf>

<https://www.math.ualberta.ca/mss/misc/A%20Mathematician%27s%20Apology.pdf>



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ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vallaban Narayanan Department BCom (Actuarial Studies) Program: TY BAS

Course: Investment Analysis -II Semester - VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- Understanding asset Liability modelling, risk budgeting, portfolio management, mean-variance portfolio theory.
- Learning about investment disclosure, financial accounting, and unitisation.

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
VI 2021-22	Nov	30	4	13	13	-	13	14	Investment strategy and performance measurement	Use of technology, Chalk and Talk method,
	Dec	31	4	6	21	-	21	7	Investment accounting and disclosures	Use of technology, Chalk and Talk method,
	Jan	31	5	1* (Republic day)	25	-	25		Portfolio management	Chalk and Talk method ,Group discussions
	Feb	28	4	1	23	-	23		Unitisation	Chalk and Talk method ,Group discussions
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. ActEd Study Material Subject CM1 2019 Actuarial Education Company, acted@bpp.com
2. ActEd Study Material Subject CM2 2019 Actuarial Education Company, acted@bpp.com
3. Derivatives Markets (3rd edition), Robert McDonald, Pearson India
4. Options, Futures and Other Derivatives, by John Hull and S. Basu, 9789352866595, Pearson Education.
5. An introduction to the mathematics of finance by McCutcheon, J. J., Scott, W. F.
6. Heinemann, 1986. ISBN: 043491228X.
7. Behavioural Finance, by Prasanna Chandra, ISBN 9389811287, McGraw Hill India.
8. The Behavioural Investor by Daniel Crosby, ISBN 9388423623, Jaico Publishers.
9. Pension Fund ESG Risk Disclosures: Developing Global Practice, International Actuarial Association 2020.
10. The Term Structure of Interest Rates, by Robert A. Jarrow, Annual Reviews 2009.



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Aparna Menjode Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

3. To prepare young adults for German business communication
4. To prepare young adults to deal with German clients in business situations

Teaching plan for the academic year 2021-2022

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
VI 2021-22	Nov	30	4	13	13	-	13	14	Business meetings (outside office)	Use of technology, Chalk and Talk method,
	Dec	31	4	6	21	-	21	7	Celebration of milestones in a German company	Use of technology, Chalk and Talk method,
	Jan	31	5	1* (Republic day)	25	-	25		Trainee: Experience in different departments	Chalk and Talk method ,Group discussions
	Feb	28	4	1	23	-	23		Organisational visit and report	Chalk and Talk method ,Group discussions
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. DaF im Unternehmen A1 Kurs – und Übungsbuch, Klett Verlag



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Pranay Sharma Department BCom (Actuarial Studies) Program: TY BAS

Course: Life Contingencies -II Semester -VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

- The learners are made to understand the concept and is equipped to interpret mortality table.
- The learners get introduced to the existing models related to mortality.
- To make them aware of survival models and various estimators with reference to it.
- Learners are introduced to use open sources for using various processes

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
VI 2021-22	Nov	30	4	13	13	-	13	14	Application of survival models to simple problems in long-term insurance, pensions and banking	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Application of projected cash flow techniques in pricing, reserving, and assessing profitability of contracts	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Pensions: measurement, recognition and disclosures	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Life Contingency related software	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

Actuarial Mathematics, Bowers, L. Newton, et. al. 2nd ISBN 0938959468, Society of Actuaries

2. Survival models and their estimation 1988 Actex Publications

3. Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGraw-Hill Publishing Company Ltd.

4. Mortality Studies, WF Scott 2000 available at <https://www.coursehero.com/file/8346708/Mortality-Studies-WF-Scott/>

5. Life Contingencies by Alistair Neill, Institute of Actuaries Textbook, ISBN 978-0750609173,

6. published by Butterworth-Heinemann Ltd

7. Modelling, analysis, design, and control of stochastic systems, by Kulkarni, Vidyadhar G. Springer

8. Life Contingencies by E. P. Spurgeon ISBN 1107648092, Cambridge University Press.

9. Practical Data Science with R, Nina Zumel and John Mount

10. Data Mining Applications with R, Yanchang Zhao; Yonghua Cen

11. R for Everyone: Advanced Analytics and Graphics, Jared P. Lander

12. Statistics Using R by Purohit, Gore and Deshmukh, 2008, Narosa Publications

13. Actuarial Statistics- An Introduction Using R, Shailaja R Deshmuk



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R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Divya Lalwani Department BCom (Actuarial Studies) Program: TY BAS

Course: Customer Relationship Management -II Semester - VI Division: A No. of lectures (per week): 3

TEACHING OBJECTIVES:

1. To help the Learners to understand Future Trends in CRM and e-CRM.
2. To know the framework of evolving CRM.
3. To understand CRM in B2C and B2B Market.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
VI 2021-22	Nov	30	4	13	13	-	13	14	Overview of CRM in B2C and B2B Market	PPT , Chalk Board, Computer
	Dec	31	4	6	21	-	21	7	Implementation of CRM and Future Trends in CRM	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		CRM emerging concepts and perspective –	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Architecture of CRM	PPT , Chalk Board, Computer
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

List of Reference Books/ Magazine/ Any other Reference Material

1. Customer Relationship Management – Concepts and Technologies by Francis Buttle, 2nd Edition, Butterworth Heinemann, Elsevier
2. Relationship Management – Text and Cases, S. Shajahan, TMGH.
3. J N Sheth, AtulParvatiyar, G. Shainesh, 2001, Customer Relationship Management, Tata McGraw Hill
4. Customer Relationship Management: Concepts and Cases, Second Edition, Alok Kumar Rai PHI learning Pvt Ltd, New Delhi



S.P. Mandali's

R. A. Podar College of Commerce & Economics

ACADEMIC CELL

Teaching – Learning Plan for the Academic Year: 2021-2022

Teacher's Name: Vallabh Narayan Department BCom (Actuarial Studies) Program: TY BAS

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

TEACHING OBJECTIVES:

1. Learn to write independent research paper with an actuarial acumen (Theoretical or application)
2. Discuss research methodology and creating products.
3. Understanding data analysis, interpretation and presentation for a research.

Teaching Plan for the Academic year 2021-22

Semester	Month	No. of days	Sundays	Holidays + Breaks	Teaching days	Exam days	No. of Working Days	Vacations	Topics Covered	Teaching Methodology/ Tools
VI 2021-22	Nov	30	4	13	13	-	13	14	Introduction, historical background and literature review	PPT , Chalk Board,
	Dec	31	4	6	21	-	21	7	Research methodology, scope and limitations	PPT , Chalk Board, Computer
	Jan	31	5	1* (Republic day)	25	-	25		Data analysis, interpretation and presentation	PPT , Chalk Board, Computer
	Feb	28	4	1	23	-	23		Conclusion and suggestion on improving the methods	PPT , Chalk Board, Group discussions
	March	31	4	2	10	15	25	-	Revision	
	April	30	4	3	-	23	23	-	-	
	May	31	5	26	-	-	-	30		-
Subtotal		212	30	51+1*	92	38	130	51	-	-
Grand Total		365	52	73	186	54	240+1*	75	-	-

Teaching Plans

M.Com

Teaching and Learning Plan of Post Graduate Department
Accountancy / Business Management
Semester – I

Date of Commencement: 25th September,2021

Academic Year: 2021-22

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 maximisation principle.
3	Market economy and 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: 25th September,2021

Academic Year: 2021-22

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 on Budgetary Control
11	Practical Problems on Budgetary Control
12	Practical Problems on 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: 25th September,2021

Academic Year: 2021-22

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 ASSESMENT

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: 25th September,2021

Academic Year: 2021-22

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: 03rd January,2022

Academic Year: 2021-22

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: 03rd January,2022

Academic Year: 2021-22

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: 03rd January,2022

Academic Year: 2021-22

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	<p>Topics covered - Introduction to the Basic Concept of IFRS. India's Balance of Payment and Balance of Trade</p> <p>In-class activity- Case study solving session for exams</p>
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Course: Research Methodology for Business:

Date of Commencement: 03rd January,2022

Academic Year: 2021-22

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

Date of Commencement: 02nd August, 2021

Academic Year: 2021-22

No. of Lectures: 15

Course: Advance Cost Accounting:

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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 ASSESMENT

Program: Accountancy
Semester – IV

Date of Commencement: 01st December, 2021

Academic Year: 2021-22

No. of Lectures: 15

Course: Financial Management:

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: 01st December, 2021

Academic Year: 2021-22

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: 01st December, 2021

Academic Year: 2021-22

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: 01st December, 2021

Academic Year: 2021-22

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: 01st December, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 02nd August, 2021

Academic Year: 2021-22

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: 01st December,2021

Academic Year: 2021-22

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: 01st December,2021

Academic Year: 2021-22

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 losing 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: 01st December,2021

Academic Year: 2021-22

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: 01st December,2021

Academic Year: 2021-22

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: 01st December,2021

Academic Year: 2021-22

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*******