



Pragnya education trust's
Pragnya college of management & computer studies,
Handewadi, Pune-411060

Bcom – Semester: III

Teaching Plan 2020-2021

Name of Faculty:
Subject: Business Communication-I

Prof. Geethu T
(SUBJECT CODE-231)

Sr.No.	Month	Week	Topic
1	JULY		UNIT – 1: Introduction of Business Communication
		2	1.1 Introduction, Meaning, Definition.
		3	1.2 Characteristics, Importance of communication.
		4	1.3 Principles of communication, Process of communication
2	AUG		1.4 Barriers to communication & Remedies.
			1.5 Methods and Channels of Communication.
		1	UNIT-2: Business Letters
		2	2.1 Meaning and Importance of Business letters
3	SEP	3	2.2 Qualities or Essentials, Physical Appearance of Business letters
		4	2.3 Layout of Business Letter
			UNIT-3- Soft Skills
		1	3.1 Meaning, Need, Importance.
4	OCT	2	3.2 Elements of soft skills.
		3	a) Manners & Etiquettes, Grooming.
			b) Effective Listening & Speaking
		4	c) Interview Skills.
5	NOV		d) Presentation
		1	f) Problem-solving skills
		2	G)Time management Abilities
			UNIT 4: Resume writing & Job Application letters
6	MID NOV-DEC	1	4.1 Introduction, essential elements of Bio data.
		2	Resume writing, Curriculum Vitae.
		3	4.2 Meaning & Drafting of Job Application letter.
		4	case study
			DIWALI VACATION
			Online University Examination Started



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Name of Faculty:
Subject: Corporate Accounting

Dr. Asha Yadwadkar
(SUBJECT CODE-232)

Sr.No.	Month	Week	Topic
1	JULY	2	Topic
		3	UNIT 1: Accounting Standards Standards 5, 10, 14
		4	Accounting and 21
2	AUG	1	Its applicability with Practical Examples.
		2	UNIT-2: Profit Prior to Incorporation Introduction to the process on incorporation of a company.
		3	Difference between incorporation and commencement of a company. Accounting of incomes and expenses during Pre- and Post-Incorporation period.
		4	Basis of allocation and apportionment of income and expenses for the Pre and Post-Incorporation period.
3	SEP	1	UNIT-3- Company Final Accounts Preparation of Company Final Accounts- Forms and contents as per Provisions Schedule III of the Companies Act 2013 (with the amendments for the relevant academic year)
		2	Related adjustments and their treatment.
		3	UNIT 4: Valuation of Shares Concept of Valuation
4	OCT	1	Need for Valuation
		2	Special Factors affecting Valuation of Shares, Methods of Valuation
		3	Net Assets Method, Yield Basis Method,
		4	Fair Value Method
5	NOV	1	case study and numerical problems
		2	DIWALI VACATION
6	MID NOV-DEC	1	Online University Examination Started



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Teaching Plan 2020-2021

Name of Faculty:
Subject: Business Economics

Prof. Fazilat Jagot
(SUBJECT CODE-233)

Sr.No.	Month	Week	Topic
1	JULY		UNIT 1: Introduction to Macro Economics 1.1 Meaning and Definition of Macro Economics.
		2	
		3	1.2 Nature of Macro Economics. 1.3 Scope of Macro Economics.
		4	1.4 Significance of Macro Economics. 1.5 Limitations of Macro Economics. 1.6 Macro Economic Objectives.
2	AUG	1	UNIT-2: National Income 2.1 Meaning and Importance of National Income. 2.2 Concepts: 2.2.1 Gross National Product (GNP) 2.2.2 Net National Product (NNP) 2.2.3 Gross Domestic Product (GDP)
		2	2.2.4 Per Capita Income (PCI) 2.2.5 Personal Income (PI) 2.2.6 Disposable Income (DI)
		3	2.3 Measurement of National Income: Methods and Difficulties 2.4 Circular Flow of Income: Two sector model
		4	UNIT-3 : Theories of Output and Employment: 3.1 The Classical Theory of Employment: J.B.Say 3.2 Keynes Criticism on Classical Theories of Employment. 3.3 Keynesian Theory of Employment
3	SEP	1	UNIT-4 : Consumption, Saving and Investment: 4.1 The Consumption Function: 4.1.1 Meaning 4.1.2 Marginal Propensity to Consume (MPC)
		2	4.1.3 Keynes's Psychological Law of Consumption.
		3	4.1.4 Determinants of Consumption.
4	OCT	1	4.2.4 Relationship between Consumption and Saving Function (MPC and MPS)
		2	4.3 Meaning and Types of Investment: Gross, Net, Induced and Autonomous.
		3	4.4 Marginal Efficiency of Capital and its Determinants.
		4	4.5 Concepts of Investment Multiplier and Acceleration Principal.
5	NOV	1	case study
		2	DIWALI VACATION
6	MID NOV-DEC	1	Online University Examination Started



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Bcom -- Semester: III

Teaching Plan 2020-2021

Name of Faculty:
Subject: Business Management

Prof. Geethu T
(SUBJECT CODE-234)

Sr.No.	Month	Week	Topic
1	JULY		UNIT-1: Management Meaning and definition of Management Need for management Study
		2	
		3	Process and levels of management Functions of management
		4	Contribution of F.W. Taylor, Henry Fayol, Peter Drucker, Mintzberg and Michel Porter in development of management thoughts
2	AUG	1	UNIT-2: Understanding Management : Planning and Decision Making Meaning, definition and nature of Planning Forms and types of Planning
		2	Steps in Planning Limitations of Planning
		3	Meaning and techniques of Forecasting Meaning, Types and Steps in Decision Making
		4	UNIT-3- Management at Work : The process of organizing and staffing Meaning, Process and Principles of Organizing
3	SEP	1	Concept of Authority and Responsibility Delegation of Authority
		2	Difficulties in Delegation of Authority , Need and importance of Staffing • Recruitment : Sources and Methods
		3	UNIT – 4: Result orientation : Direction and Team Work Meaning, Elements, Principles,
4	OCT	1	Team work planning
		2	Techniques and Importance of Direction.
		3	Concept of Team Work, Group Dynamics
		4	principles regarding interpersonal Communication and Group Behaviour
5	NOV	1	case study
		2	DIWALI VACATION
6	MID NOV-DEC	1	Online University Examination Started



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Teaching Plan 2020-2021

Name of Faculty:
Subject: Elements of Company Law

Prof. Fazilat Jagot
(SUBJECT CODE-235)

Sr.No.	Month	Week	Topic
1	JULY	2	UNIT 1: The Companies Act, 2013: Introduction and Concept Company and its Formation 1. Background and Features of company the Companies Act, 2013
		3	2. Company: Meaning, Nature and Characteristics of Company 3. Types of Companies: On the basis of mode of formation, Number of members, liability and Control,
		4	Public and Private Companies: Distinction, Advantages, Disadvantages, Privileges and their Conversion into each other. Other kinds of Companies: One Person Company, Charitable Companies, Dormant Company, Sick Company, Small Company, Listed Company, Foreign Company and its business in India etc.
2	AUG	1	UNIT-2: Formation and Incorporation of a Company Formation and Incorporation of a Company: Stages in the Formation and Incorporation. 1. Promotion: Meaning of the term 'Promoter' / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts.
		2	2. Registration/ Incorporation of a company : - Procedure, Documents to be filed with ROC. Certificate of Incorporation Effects of Certificate of Registration
		3	3.Capital Subscription/Raising of Capital 4.Commencement of business
		4	UNIT-3- Principal Documents Principal Documents: Documents relating to Incorporation and Raising of Capital: 1 Memorandum of Association: Meaning and importance- Form and contents- Alteration of memorandum.
3	SEP	1	2 Articles of Association: MeaningContents and form of Articles- Alteration of articles- Doctrine of constructive noticeDoctrine of Indoor Management.
		2	3 Prospectus: Meaning, contents, Statutory requirements in relation to prospectus- Deemed Prospectus- Shelf prospectus - Statement in lieu of prospectus- Misstatement in a prospectus and Liabilities for Mis-statement.
		3	UNIT 4: Capital of the Company 1. Various Modes for Raising of Share Capital including private placement, public issue, rights issue, bonus shares, ESOS, Sweat Equity Shares, Buy-back of shares.
4	OCT	1	2. Allotment of Shares: Meaning- - Statutory provisions for allotment, improper and irregular allotmentConsequences of irregular allotment
		2	3. Calls On Shares: Meaning- Requisites of a valid call, Calls in advance, Share Certificates: Meaning, Provisions regarding issue of share certificates - Duplicate Share Certificate.
		3	4. Share Capital: Meaning, Structure (Kinds) –
		4	Concept of Securities – Definition, Nature and Kinds of Shares.
5	NOV	1	case study
		2	DIWALI VACATION
6	MID NOV-DEC	1	Online University Examination Started



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Name of Faculty:
Subject: Banking & Finance

Prof. Vishwanath Jha
(SUBJECT CODE-236 B)

Sr.No.	Month	Week	Topic
1	JULY		UNIT 1: Indian Banking Structure :
		2	1.1 Evolution of Banking in India
		3	1.2 Structure of banking in India
		4	1.3 Role of Banking in Economic Development
2	AUG		UNIT-2: Central Banking
		1	1.4 Scheduled Banks and Nonscheduled Banks
		2	1.5 Challenges before Banking in India
		3	1.6 Impact of COVID-19 on Banking Sector in India
3	SEP	1	2.1 Definition of Central banking
		2	2.2 Evolution of Reserve Bank of India
		3	2.3 Functions of Reserve Bank of India
		4	2.4 Present currency system in India
4	OCT		UNIT-3- Private Banking :
		1	3.1 Meaning and features of Private Banking
		2	3.2 Classification of Private Banking :
		3	i) Indian Private Banks – Old and New ii) Foreign Banks
5	NOV		UNIT 4: Public Sector Banking
		1	3.3 Role of Private Banking in Economic Development
		2	3.4 Performance of Private Banks in India
		3	3.5 Challenges before Private Sector Banks in India
6	MID NOV-DEC	1	4.1 Definition and Features of Public Sector banks
		2	4.2 Classifications of Public Sector banks:
		3	State Bank of India – Evolution , Functions and Performance
		4	Nationalised Banks – Social control , Meaning of Nationalisation, Arguments for and against Nationalisation – Merger of the Banks
7	NOV	1	Objectives , Functions , Capital, Problems before Regional Rural Banks
		2	4.2.4 Lead Bank Scheme
8	NOV	3	4.3 Challenges before Public Sector Banks in India
		4	case study
9	NOV	1	DIWALI VACATION
		2	Online University Examination Started