



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

Bcom -- Semester: IV

Teaching Plan 2020-2021

Name of Faculty:

Prof. Geethu T

Subject: Business Communication II

(SUBJECT CODE- 241)

Sr.No.	Month	Week	Topic
1	JAN	2	Chapter 1: Report Writing and Internal Correspondence Meaning and Significance; Structure of Reports; Negative, Persuasive and Special Reporting. 1. Informal Report –Proposals; 2. Formal Reports; 3. Project Report
		3	4. Introduction and Essential elements of Report writing.(Reporting for a meeting) 5. Organization of Press Report. 6. Office Memo (Memorandums)
		4	7. Office Orders 8. Office Circulars 9. Form Memos or Letters 10. Press Releases 11. Import Export Trade
2	FEB	1	Chapter 2: Internet: Email, Websites, Social Media Network (Twitter, Face book, LinkedIn, You tube, WhatsApp)
		2	Google Doc, Google Form, Google Sheet, Google Slide, Google Class Room, Online Conference.
		3	Video conferencing, Meeting through Zoom App, Google meet App ,Cisco Webex meetings App.
		4	Chapter 3 : Types and Drafting of Business Letters 1) Enquiry Letters 2) Replies to Enquiry Letters 3) Order Letters 4) Credit and Status Enquiries
3	MARCH	1	5) Sales Letters 6) Complaint Letters 7) Collection Letters 8) Circular Letters
		2	Chapter 4 : Writing Formal Mails and Blog writing. 4.1: Essential elements of mail, Format of mail.
			4.2: Introduction and meaning of Blog, Writing a blog.
4	APRIL	1	Case Studies
5	MAY	2	Online University Examination Started



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Name of Faculty:

Dr. Asha Yadwadkar

Subject: Corporate Accounting- II

(SUBJECT CODE- 242)

Sr.No.	Month	Week	Topic
1	JAN	2	UNIT 1: Holding Company Accounts Calculation of Capital Profit, Revenue profit, Cost of Control. Preparation of consolidated Balance sheet of Holding Company with one subsidiary only.
		3	Adjustment of intercompany transactions, unrealized profit of stock.
		4	Chapter 2: Absorption of Companies Introduction , Meaning - Vendor and Purchasing Companies- Purchase Consideration,
2	FEB	1	Accounting entries in the books of vendor Company and Journal entries
		2	Preparation of Balance Sheet after Absorption in the books of Purchasing Company
		3	Chapter 3: Accounting for Liquidation of Companies Meaning of Liquidation- Modes of winding
		4	(b) Preparation of Statement of Affairs and Deficiency Account.
3	MARCH	1	Chapter 4 : Forensic Accounting Introduction , Meaning , Objectives , Types of Forensic Accounting.
		2	Nature and key principles of forensic accounting
			Ethical principles and responsibilities
4	APRIL	1	Practical Sessions
5	MAY	2	Online University Examination Started



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Bcom -- Semester: IV

Teaching Plan 2020-2021

Name of Faculty:
Subject: Business Eco.

Prof Fazilat Jagot.
(SUBJECT CODE-243)

Sr.No.	Month	Week	Topic
1	JAN	2	UNIT 1: Money: 1.1 Meaning and Functions of Money. 1.2 Demand for Money: 1.2.1 Classical Approach. 1.2.2 Keynesian Approach.
		3	1.3 Supply of Money: 1.3.1 Credit Creation of Commercial Banks 1.3.2 Money Measure of RBI (M1, M2, M3, M4). 1.3.3 Credit Control Methods.
		4	1.4 Value of Money: 1.4.1. Quantity Theory of Money. 1.4.2 Cash Balance Approach : Marshall, Pigou, Robertson and Keynes
2	FEB	1	Chapter 2: Inflation: 2.2 2.1 Meaning and Definition Causes of inflation 2.3
		2	2.4 Demand Pull and Cost Push Inflation 2.5 Stagflation: Meaning and Causes
		3	Chapter 3: Trade Cycle 3.1 Meaning and definition of Trade Cycle 3.2 Characteristics of Trade Cycle
		4	3.3 Phases of Trade Cycle 3.4 Control of Trade Cycle: Monetary Measures and Fiscal Measures
3	MARCH	1	Chapter 4: Public Finance: 4.1 Meaning and Definitions. 4.2 Scope of Public Finance.
		2	4.3 Importance of Public Finance. 4.4 Meaning and Types of Tax. 4.5
			4.6 Public Debt: Meaning and Importance 4.7 Budget: Meaning and Types.
4	APRIL	1	Case Studies
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Bcom -- Semester: IV

Teaching Plan 2020-2021

Name of Faculty:

Prof. Geethu T

Subject: Business Management - II

(SUBJECT CODE-244)

Sr.No.	Month	Week	Topic
1	JAN	2	UNIT 1: Improving peoples' performance : Motivating the staff Meaning, Importance and Theories of motivation Maslow's Need Hierarchy Theory Factor Theory Herzberg's Two
		3	Douglas MC Gregor's Theory of X and Y Theory Z Ouchi's McClelland's
		4	Chapter 2: Organizing from front Leadership Skills Meaning, Importance, Qualities and Functions of a leader
2	FEB	1	Leadership styles for effective management
		2	Contribution of Mahatma Gandhi, Dr. Babasaheb Ambedkar and Pt. Jawaharlal Nehru in leadership.
		3	Chapter 3: Achieving success at work : Coordination and Control Meaning and need of coordination and control
		4	Techniques and difficulties in establishing coordination and control Steps in the process of control and its techniques
3	MARCH	1	Chapter 4: Emerging trends in Business management Social Responsibility Corporate
		2	Corporate Governance And Corporate Citizenship,
			Disaster Management And Management of Change
4	APRIL	1	Case Study
5	MAY	2	Online University Examination Started



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Teaching Plan 2020-2021

Name of Faculty:

Prof Fazilat Jagot.

Subject:

(SUBJECT CODE- 245)

Sr.No.	Month	Week	Topic
1	JAN	2	UNIT 1: Management of Company: 1. Board of Directors: Definition, Powers, Restrictions, Prohibition on Board. 2. Director: Meaning and Legal position of Directors,. Types of Directors, Related Party Transactions(Sec.188)
		3	3. Appointment of Directors, Qualifications and Disqualifications, Powers, Duties, Liabilities of Directors, Loans to Directors, Remuneration of Directors
		4	Chapter 2:Key Managerial Personnel (KMP) 1. Meaning, Definition and Appointments of Managing Director, Whole Time Director, Manager, CS 2.Company Secretary (CS)- Term of office/ Tenure of appointment, Role of Company secretary
2	FEB	1	3.Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of above KMP)
		2	4.Corporate Social Responsibility (CSR) [U/S 135] – Concept who is Accountable, CSR Committee, Activities under CSR
		3	Chapter 3:Company Meetings 1. Board Meeting – Meaning and Kinds 2. Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting]
		4	1. Board Meeting – Meaning and Kinds 2. Conduct of Meetings - Formalities of valid meeting [Provisions regarding agenda, notice, quorum, proxies, voting, resolutions (procedure and kinds) minutes, filing of resolutions, Virtual Meeting]
3	MARCH	1	4. Provisions regarding convening, constitution, conducting of General Meetings contained in Ss.101 to 114
		2	Chapter 4 : E Governance and Winding up Company 1. E Governance –meaning, Importance of E Governance 2.E Filing – Basic concept of MCA, E Filing 3. Winding –up: Meaning of winding-up, Dissolution of
			4.Compulsory winding-up, Members' voluntary winding-up,
4	APRIL	1	case study
5	MAY	2	Online University Examination Started



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Name of Faculty:

Prof. Vishwanath Jha

Subject: Banking and Finance – II

(SUBJECT CODE- 246)

Sr.No.	Month	Week	Topic
1	JAN	2	UNIT 1: Co-operative Banking in India 1.1 Meaning, significance and principles of Cooperation 1.2 Evolution of Cooperative Banking in India 1.3 Structure of Co-operative Banking in India
		3	Role of Co-operative Banking in Economic 1.4 Development 1.5 Challenges before Co-operative Banking in India
		4	Chapter 2: Development Banking in India: 2.1 Meaning and Features of Development Banking
2	FEB	1	2.2 Functions of Development Banks in India Role of Development Banks in Economic
		2	2.3 Development 2.4 Challenges before the Development Banking in
		3	Chapter 3: Selective Important Concepts of Banking 3.1 Central Banking , 3.2 Commercial Banking 3.3 Branch Banking , 3.4 Unit Banking
		4	3.5 Wholesale Banking, 3.6 Retail banking , 3.7 Social Banking , 3.8 Islamic Banking Projects 3.9 Merchant Banking, 3.10 Digital Banking
3	MARCH	1	Chapter 4 : Banking Sector Reforms 4.1 Historical approach, Meaning and Goals of Banking Sector Reforms in India
		2	4.2 Banking Reform Measures i) Cash Reserve Ratio (C.R.R.) and Statutory Liquidity Ratio (S.L.R.) ii) Prudential Norms (NPA) iii) Capital Adequacy Norms Projects committees on iv) Credit Deposit Ratio (C.D.Ratio)
			Framework of Basel Committees on Banking Supervision i) Basel – I ii)
4	APRIL	1	Case Study
5	MAY	2	Online University Examination Started