



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

Bcom -- Semester: IV

Teaching Plan 2019-2020

Name of Faculty:

Prof. Fernance D' souza

Subject: Business Communication II

(SUBJECT CODE-241)

Sr.No.	Month	Week	Topic
1	APR	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	MAY	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	JUNE	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.
		3	4.2: Introduction and meaning of Blog, Writing a blog.



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Teaching Plan 2021-2022

Name of Faculty:
Subject: Corporate Accounting- II

**Dr. Asha Yadwadkar
(SUBJECT CODE-241)**

Sr.No.	Month	Week	Topic
1	APR	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	MAY	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 up – (a) Preparation of Liquidator final statement of Account
		4	(b) Preparation of Statement of Affairs and Deficiency Account.
3	JUNE	1	Chapter 4 : Forensic Accounting Introduction , Meaning , Objectives , Types of Forensic Accounting.
		2	Nature and key principles of forensic accounting
		3	Ethical principles and responsibilities



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Name of Faculty:

Prof. Vishwanath jha

Subject: Business Economics (Macro) - II

(SUBJECT CODE-243)

Sr.No.	Month	Week	Topic
1	APR	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	MAY	1	Chapter 2: Inflation: 2.2 2.1 Meaning and Definition Causes of inflation 2.3 Consequences of Inflation
		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	JUNE	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 Public Expenditure: Meaning and Causes of Increasing Public Expenditure.
		3	4.6 Public Debt: Meaning and Importance 4.7 Budget: Meaning and Types.



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Teaching Plan 2021-2022

Name of Faculty:
Subject: Business Management

Prof. Geethu T
(SUBJECT CODE-244)

Sr.No.	Month	Week	Topic
1	APR	2	UNIT 1: Improving peoples' performance : Motivating the staff Meaning, Importance and Theories of motivation Maslow's Need Hierarchy Theory Herzberg's Two Factor Theory
		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	MAY	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	JUNE	1	Chapter 4: Emerging trends in Business management Corporate Social Responsibility
		2	Corporate Governance And Corporate Citizenship,
		3	Disaster Management And Management of Change



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Name of Faculty:
Subject: Elements of Company Law - II

Prof. Fazilat Jagot
(SUBJECT CODE-245)

Sr.No.	Month	Week	Topic
1	APR	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	MAY	1	3.Distinction between Managing Director, Manager and Whole Time Director - Role (Powers, Functions of
		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	JUNE	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 company, Conceptual understanding of winding-up by the Tribunal,
		3	4.Compulsory winding-up, Members' voluntary winding-up, Creditors' voluntary winding-up



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Name of Faculty:

Prof. Vishwanath Jha

Subject: Banking and Finance – II

(SUBJECT CODE-246 (B))

Sr.No.	Month	Week	Topic
1	APR	2	UNIT 1: Co-operative Banking in India 1.1 Meaning, significance and principles of Cooperation Evolution of Cooperative Banking in India of Co-operative Banking in India
		3	Role of Co-operative Banking in Economic Development before Co-operative Banking in India
		4	Chapter 2: Development Banking in India: 2.1 Meaning and Features of Development Banking
2	MAY	1	2.2 Functions of Development Banks in India
		2	Role of Development Banks in Economic Development 2.3 Development 2.4 Challenges before the Development Banking in India
		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	JUNE	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 Reserve Ratio (C.R.R.) and Statutory Liquidity Ratio (S.L.R.) Prudential Norms (NPA) iii) Capital Adequacy Norms Projects committees on iv) Credit Deposit Ratio (C.D.Ratio)
		3	Framework of Basel Committees on Banking Supervision i) Basel – I ii) Basel – II iii) Basel – III iv) Basel – IV 4.4 Recommendations of M. Narsimhan Committee – I (1991) 4.5 Recommendations of M. Narsimhan Committee- II (1998)