

**DEGLOOR COLLEGE DEGLOOR****Annual Teaching Plan 2017-2018****Department of Commerce**

B.com I Year ( sem. I &amp; II)

Subject :- B. Communication

Name of the Teacher :- Mr. Kashide S.S

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Semi. I  1	<b>Introduction to Business Communication</b> Introduction, Definition, Basic forms of communication, process, Effective communication. Development of positive personal attitudes. SWOT analysis.		1 July to 31 July -2017
2	<b>Corporate communication</b> Formal and Informal communication network. Barriers of communication. Improving communication. Group discussion, Seminar, Mock interview.		1 Aug to 25 Aug-2017
3	<b>Principles of Effective Communication</b>		26 Aug to 5 Sep.2017
4	<b>Writing skill</b> Drafting of business letter ,Sales letter, Office Memorandum ,Memo format , Application for job, Enquiry letter ,Request letter ,Report Writing.		6 Sept. To 25 Sept.2017

5	<b>Communication Skills</b> Listening Skill, Principle of effective listening , Factor's affecting listening, interviewing skills, appearing and interview conducting interview .Speaking skills-Principles of effective speaking.		26 Sept. To 10 Oct.2017
Semi. II 1	<b>Application for Employment</b> Contents of application for the employment point to be considered while drafting an application, types of application, the write resume application on prescribed format, personal record sheet.		1 Dec to 25 Dec-2017
2	<b>Effective Oral communication</b> Principles of effective oral communication speech preparation, Guidelines of effective speech, the art of presentation, the essential features of an interview. Distinction between written and oral communication.		26 Dec 2017. to 20 Jan-2018
3	<b>Standard English in Business Writing</b> Nature of Language, Wards of Meaning, Language Convention, Grammatical Correction, common errors in business writing, sentence & paragraph, effective Business writing.		21 Jan to 15 feb-2018
4	<b>Modern Tele Communication</b> Tele conferencing, E-mailing, Faxes, Tele communication, Mobile Phone Conversation, Video conferencing.		16 Feb to 10 Mar.-2018

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**DEGLOOR COLLEGE DEGLOOR****Annual Teaching Plan 2017-2018****Department of Commerce**


B.com III Year ( Sem. V &amp; VI)

Subject :- Management A/c

Name of the Teacher :- Mr. Kashide S.S

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Sem. V 1	<b>Introduction to Management Accounting</b> Meaning - Nature - Scope and Functions of Management Accounting - Role of Management Accounting in Decision Making - Management Accounting and Financial Accounting	11	1 July to 20 July -2017
2	<b>Fund Flow Statement</b> Introduction- Meaning, Importance and Limitations of Fund Flow Statement- Preparation of Statement of Changes in Working Capital and Fund Flow Statement.	11	21 July to 11Aug-2017
3	<b>Cash Flow Statement</b> Meaning, Significance and Limitations of Cash Flow Statement, Preparation of Cash Flow Statement with reference to Accounting Standard No .3 (AS-3) (Indirect method only)	11	11 Aug to 5 Sep.2017
4	<b>Marginal Costing and Break Even Analysis</b> Meaning, Advantages and Disadvantages of Marginal Costing, Cost Volume Profit Analysis, Break Even Analysis, Profit Volume Ration, Margin of Safety and Maintaining the Desire Level of Profit.	11	6 Sept. To 25 Sept.2017
5	<b>Budget and Budgetary Control</b> Meaning, Objective, Advantages and Limitations of Budget and Budgetary Control, Preparation of Production Budget, Sales Budget	10	26 Sept. To 10 Oct.2017

Sem. VI			
1	<b>Financial Statement Analysis</b> Meaning - Nature & Limitations of Financial Statement, Objective and Methods of Financial Statement Analysis, Comparative Financial Statement, Common Size Financial Statements & Trend Analysis.	11	1 Dec to 20 Dec-2017
2	<b>Ratio Analysis</b> Meaning, Advantages and Limitations of Ratio Analysis, Classification of Ratios, Calculation of Rations, Current Ratio, Liquid Ratio, Stock Turnover Ratio, Debtors Turnover Ratio, Credit Turnover Ratio, Operating Ratio, Gross Profit Ratio, Proprietary Ratio, Fixed Assets Turnover Ratio, Debt Equity Ratio, Return of Capital Employed Ration, Capital Grading Ration	11	21 Dec 2017. to 10 Jan-2018
3	<b>Working Capital Management</b> Concept, Significance, Nature and Factors determining requirement of Working Capital, Management of Working Capital, Working Capital Forecasting and Techniques of Forecasting Working Capital.	11	11 Jan to 05 feb-2018
4	<b>Capital Budgeting</b> Meaning & Nature of Capital Budgeting, Need & Importance of Capital Budgeting, Capital Budgeting Process, Methods of Capital Budgeting or Evaluation of Investment Proposal, Traditional Methods, Time Adjusted Method or Discounted Method.	11	06 Feb to 15 Feb.-2018
5	<b>Responsibility Accounting</b> Meaning and Concept of Responsibility Accounting, Advantages and limitation, Problems on Responsibility Accounting.	10	16 Feb to 10 Mar-2018

  
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**DEGLOOR COLLEGE DEGLOOR****Annual Teaching Plan 2017-2018****Department of Commerce**B.com I Year ( sem. I & II)  
Maths


Subject :- Fundamental of Statistics &amp;

Name of the Teacher :- **Mr. Kashide S.S**

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Semi. I  1	<b>Introduction to Statistics</b> Meaning of statistics Scope of statistics in industry, economics and management. Meaning of primary and data. Quali		1 July to 25 July -2017
2	<b>Measures of Central Tendency (Averages)</b> 1 Meaning & Concepts of central tendency. 2 <b>Arithmetic Means</b> : Definition, Properties of Arithmetic Means, Combined Mean. 3 <b>Positional Averages</b> : Median & Mode Partition Values. 4 Empirical relation between Mean, Median & Mode. 5 Merits & Demerits of Mean, Median & Mode. 6 Numerical Problems.		26 July to 20Aug-2017

3	<p><b>Measures of Dispersion</b></p> <p>1 Meaning &amp; concepts of Dispersion.</p> <p>2 Range - Meaning, definition, coefficient of Range.</p> <p>3 Quartiles Deviation, Meaning, definition, coefficient of Quartile Deviation</p> <p>4 Mean Deviation - Meaning, definition of Mean Deviation (about mean, median), Co-efficient of Mean Deviation</p> <p>5 Standard Deviation and Variance - Meaning, Definition, Coefficient of Standard Deviation Combined Standard Deviation for two groups.</p> <p>6 Coefficient of Variance (C. V.) - Meaning &amp; definition.</p> <p>7 Merits &amp; Demerits of QD, MD &amp; SD.</p> <p>8 Numerical Examples.</p>		20 Aug to 5 Sep.2017
4	<p><b>Co-relation Analysis (Two Variables Only)</b></p> <p>1 Meaning, Concepts, definition &amp; types of co-relation.</p> <p>2 Computation of r for ungrouped data, Computation of Co-relation.</p> <p>3 Numerical Problems.</p>		6 Sept. To 25 Sept.2017
5	<p><b>Regression Analysis (Two Variables only)</b></p> <p>1 Meaning &amp; Concepts of Regression - Lines of Regression.</p> <p>2 Relation between correlation coefficient &amp; regression coefficient.</p> <p>3 Numerical Problems</p>		26 Sept. To 10 Oct.2017

Semi. II			
1	<b>Determinants &amp; Matrices:</b> Definition of a Determinant, Determinant of a square, Matrix, Determinants of order two and three, definition of matrix, Types of Matrices, Addition & Subtraction of Matrices, Multiplication of Matrices, Numerical Problems.		1 Dec to 20 Dec-2017
2	<b>Permutations &amp; Combinations</b> Permutation of different things, Permutation of things not all different, restricted combination of things not all different		21 Dec 2017. to 10 Jan-2018
3	<b>Probability</b> Introduction, trial, sample space, events, classical definition of Probability, Addition and Multiplication laws of Probability (without proof), simple problems on addition and multiplication of probability		11 Jan to 05 feb- 2018
4	Simple & Compound Interest, Commission, Brokerage, Discount, Numerical Problems.		05 Feb to 15 Feb.-2018
5	<b>Index Numbers</b> Need & meaning of Index Numbers, Problems involved, in Instruction of index numbers, Price & Quality index numbers (Unweighted), Laspeyre's, Paasche's and Fisher's Index Numbers, Numerical Examples.		16 Feb to 10 Mar-2018

  
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**DEGLOOR COLLEGE DEGLOOR****Annual Teaching Plan 2017-2018****Department of Commerce**

B.com III Year ( Sem. V &amp; VI)

Subject :- Management A/c

Name of the Teacher :- **Mr. Kashide S.S**

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Sem. V 1	<b>Introduction to Management Accounting</b> Meaning - Nature - Scope and Functions of Management Accounting - Role of Management Accounting in Decision Making - Management Accounting and Financial Accounting	11	1 July to 20 July -2017
2	<b>Fund Flow Statement</b> Introduction- Meaning, Importance and Limitations of Fund Flow Statement- Preparation of Statement of Changes in Working Capital and Fund Flow Statement.	11	21 July to 11Aug-2017
3	<b>Cash Flow Statement</b> Meaning, Significance and Limitations of Cash Flow Statement, Preparation of Cash Flow Statement with reference to Accounting Standard No .3 (AS-3) (Indirect method only)	11	11 Aug to 5 Sep.2017
4	<b>Marginal Costing and Break Even Analysis</b> Meaning, Advantages and Disadvantages of Marginal Costing, Cost Volume Profit Analysis, Break Even Analysis, Profit Volume Ration, Margin of Safety and Maintaining the Desire Level of Profit.	11	6 Sept. To 25 Sept.2017
5	<b>Budget and Budgetary Control</b> Meaning, Objective, Advantages and Limitations of Budget and Budgetary Control, Preparation of Production Budget, Sales Budget	10	26 Sept. To 10 Oct.2017



Sem. VI  1	<b>Financial Statement Analysis</b> Meaning - Nature & Limitations of Financial Statement, Objective and Methods of Financial Statement Analysis, Comparative Financial Statement, Common Size Financial Statements & Trend Analysis.	11	1 Dec to 20 Dec-2017
2	<b>Ratio Analysis</b> Meaning, Advantages and Limitations of Ratio Analysis, Classification of Ratios, Calculation of Rations, Current Ratio, Liquid Ratio, Stock Turnover Ratio, Debtors Turnover Ratio, Credit Turnover Ratio, Operating Ratio, Gross Profit Ratio, Proprietary Ratio, Fixed Assets Turnover Ratio, Debt Equity Ratio, Return of Capital Employed Ration, Capital Grading Ration	11	21 Dec 2017. to 10 Jan-2018
3	<b>Working Capital Management</b> Concept, Significance, Nature and Factors determining requirement of Working Capital, Management of Working Capital, Working Capital Forecasting and Techniques of Forecasting Working Capital.	11	11 Jan to 05 feb-2018
4	<b>Capital Budgeting</b> Meaning & Nature of Capital Budgeting, Need & Importance of Capital Budgeting, Capital Budgeting Process, Methods of Capital Budgeting or Evaluation of Investment Proposal, Traditional Methods, Time Adjusted Method or Discounted Method.	11	06 Feb to 15 Feb.-2018
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**DEGLOOR COLLEGE DEGLOOR****Annual Teaching Plan 2017-2018****Department of Commerce**

B.com II Year ( Sem. III &amp; IV)

Subject :- Income Tax

Name of the Teacher :- **Mr. Kashide S.S**

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Sem. III 1	<b>Introduction</b> History of Income tax Act 1961	08	1 July to 20 July -2017
2	<b>Basic concepts</b> Agriculture income, Person, Previous Year, Assessment Year, Assesses, Income, Gross Total Income, total Income	08	21 July to 11Aug-2017
3	<b>Income from Salary</b>	14	12 Aug to 5 Sep.2017
4	<b>Income from house property</b>	14	6 Sept. To 25 Sept.2017
5	<b>Income from capital Gain</b>	12	26 Sept. To 10 Oct.2017

Sem. IV  1	<b>Chapter 1</b> Exempted Income under Section 10	08	1 Dec to 20 Dec-2017
2	<b>Chapter 2</b> Income from Profession	10	21 Dec 2017. to 10 Jan-2018
3	<b>Chapter 3</b> Incomes from Business	12	11 Jan to 05 feb-2018
4	<b>Chapter 4</b> Income from other source	12	05 Feb to 15 Feb.-2018
5	<b>Chapter 5</b> Computation of total income with deduction under section 80C 80D 80DD, 80U and 80E	12	16 Feb to 10 Mar-2018

*M. S.*  
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