

## DEGLOOR COLLEGE DEGLOOR

### Annual Teaching Plan 2020-2021

#### Department of Commerce

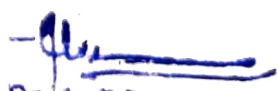
B.com I Year ( sem. I & II)

Subject :- Fundamentals of B. Communication/Modern Business Communication

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

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Semi. I 1	<b>Introduction to Business Communication</b> Introduction, Definitions, Nature, objectives and Importance of communication Basic forms of communication process. Stages in communication Process, SWOC analysis	14	1 Nov to 25 Nov -2020
2	<b>Corporate communication</b> Formal and Informal communication network. Barriers of Communication. Improving communication and solution to avoid Barriers, Group discussion, Seminar, Mock interview	14	26 Nov to 15 Dec -2020
3	<b>Effective Business Communication</b> Definition of Effective Communication, Need of effective communication Principles of effective business communication,selection process.	12	16 Dec 2020 to10 Jan. 2021
4	<b>Effective oral communication</b> Principles of effective oral communication speech preparation,	12	10 Jan 2021 To 31 Jan 2021

5	<b>Modern Tele Communication</b> Tele conferencing, E-mailing, Faxes, Tele communication, Mobile Phone Conversation, Video conferencing.	12	1 Feb To 28 Feb.2021
Semi. II 1	<b>Application for employment</b> Contents of application for the employment points to be considered while drafting an application, types of application, the write resume, Application on prescribed format, Application format, personal record sheet..	12	1 April 2021 to 20 April.-2021
2	<b>Communication Skills</b> Listening Skill: Principles of Effective listening, factors affecting listening skills. Interviewing Skills - Appearing an interview, conducting interviews. Speaking skills - Principles of	12	21 April 2021 to 5 May-2021
3	<b>Business Letters</b> Meaning of business letters, types, importance, Principles of good business letters, function of business letters, Physical appearance of a business letter.	12	6 May to 25 May 2021
4	<b>Writing Skills</b> Drafting of business letters,,: Sales letter, office memorandum, Enquiry letter, Request letter.	12	26 May to 10June 2021
5	<b>Import Export Trade Correspondence</b> Procedure of Import business, prices in foreign business, Export trade correspondence, procedure of export business	12	10 June to 30 June 2021

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

Subject :- Business Statistics / Business Statistics &amp; Mathematics

Name of the Teacher :- **Dr. 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 secondary data. Qualitative & quantitative Techniques	12	1 Nov to 25 Nov -2020
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.	12	26 Nov to 15 Dec -2020

3	<b>Measures of Dispersion</b> 1 Meaning & concepts of Dispersion. 2 Range - Meaning, definition, coefficient of Range. 3 Quartiles Deviation, Meaning, definition, coefficient of Quartile Deviation 4 Mean Deviation - Meaning, definition of Mean Deviation (about mean, median), Co-efficient of Mean Deviation 5 Standard Deviation and Variance - Meaning, Definition, Coefficient of Standard Deviation Combined Standard Deviation for two groups. 6 Coefficient of Variance (C. V.) - Meaning & definition. 7 Merits & Demerits of QD, MD & SD. 8 Numerical Examples.	14	16 Dec 2020 to 10 Jan. 2021
4	<b>Co-relation Analysis (Two Variables Only)</b> 1 Meaning, Concepts, definition & types of co-relation. 2 Computation of r for ungrouped data, Computation of Co-relation. 3 Numerical Problems.	12	10 Jan 2021 To 31 Jan 2021
5	<b>Regression Analysis (Two Variables only)</b> 1 Meaning & Concepts of Regression - Lines of Regression. 2 Relation between correlation coefficient & regression coefficient. 3 Numerical Problems	10	1 Feb To 28 Feb.2021

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.	12	1 April 2021 to 20 April.-2021
2	<b>Permutations &amp; Combinations</b> Permutation of different things, Permutation of things not all different, restricted combination of things not all different	12	21 April 2021 to 5 May-2021
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	14	6 May to 25 May 2021
4	Simple & Compound Interest, Commission, Brokerage, Discount, Numerical Problems.	10	26 May to 10 June 2021
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.	12	10 June to 30 June 2021

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

Subject :- Fundamentals of Income Tax/ Income Tax Law &amp; practices

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

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Sem. III 1	<b>Introduction &amp; Basic Concepts</b> Brief history of income tax act 1961, agriculture income, person, previous year, assessment year, assesses, income, gross total income, total income	12	1 Aug. to 31 Aug. -2020
2	Exempted Incomes under Section 10	12	1 Sep. to 25 Sep.-2020
3	<b>Income from Salary</b> Salary (Sec. 17), allowances (Sec. 10), perquisites (Sec. 17), employee's provident fund, deductions under section 16, practical problems on computation of taxable income from salary.	14	26 Sep. to 20 Oct..2020
4	<b>Income from House Property</b> Basis of charge (Sec. 22), deductions under section 24, practical problems on computation of taxable income from house property.	14	20 Oct. To 25 Nov.2020

5	<b>Income from Business and Profession</b> Meaning of business and profession, meaning of profit, inadmissible incomes chargeable under Section 28, admissible deduction under Section 30 to 37, computation of income from business and profession.	12	26 Nov. To 03 Jan.2021
Sem. IV 1	<b>Income from Capital Gain</b> Meaning of capital asset (Sec. 2), types of capital assets (Sec. 48), period of holding, meaning of transfer (Sec. 2), cost inflation index, deductions under section 54, practical problems on computation of income from capital gain.	12	14 Jan 2021 To 31 Jan 2021
2	<b>Income from Other Sources</b> Meaning of income from other sources, charge-ability of income under Section 56, allowable deductions under Section 57, computation of income from other sources.	10	1 Feb To 20 Feb 2021
3	<b>Deductions from Gross Total Income</b> Meaning of Gross Total Income, deduction under chapter VI A, under Section 80C, 80D, 80DD, 80E and 80U	12	21 Feb To 15 March 2021
4	<b>Computation total Income</b> Computation of Total Income	12	16 Mar To 31 Mar 2021
5	<b>Computation of Tax Liability</b> Computation of tax liability for assessee age below 60	12	1 April To 30 April 2021

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

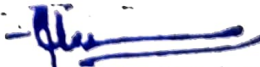
Subject :- Marketing Management

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

Chapter No.	Unit of Syllabus	Expected Periods	Expected Duration
Sem. V 1	<b>Marketing:</b> Meaning and Definitions, Approaches to the Study of Marketing, Importance of Marketing, Scope of Marketing, Concept of Marketing Management, Function of Marketing Management, Marketing Management in India.	12	1 Aug. to 31 Aug. -2020
2	<b>Marketing Planning:</b> Meaning and Definitions, Objectives of Marketing Planning, Process of Marketing Planning, Kinds of Marketing Planning. Marketing Programme: Concept, Factors affecting Marketing Programme.	12	1 Sep. to 25 Sep.-2020
3	<b>Product and Pricing Decisions:</b> Concept of Product, New Product Development Process, Classification of Product, Concept of Pricing, Importance of Decisions, Factors affecting Decisions	14	26 Sep. to 20 Oct..2020
4	<b>Physical Distribution and Promotion:</b> Concept of Distribution Channels, Importance of Distribution Channels, Function of Distribution Channels, Concept of Sales Promotion, Importance of Sales Promotion, System of Sales Promotion.	14	20 Oct. To 25 Nov.2020
5	<b>Marketing Information System:</b> Concept, Features of Marketing Information System, Objectives & Importance of Marketing Information System, the Role of Computer in Marketing Information System	12	26 Nov. To 03 Jan.2021



Sem. VI	<b>Marketing Research</b> Meaning and Definitions, Objectives of Marketing Research, Process of Marketing Research, Importance and Types of Marketing Research.	12	14 Jan 2021 To 31 Jan 2021
1			
2	<b>Market Segmentation</b> Meaning and Definitions, Benefits of Market Segmentation, Bases of Market Segmentation, Process of Market Segmentation, Limitations of Market Segmentation	10	1 Feb To 20 Feb 2021
3	<b>Consumer Behaviour and Consumer Relationship Management</b> Meaning and Concept of Consumer Behaviour, Factors affecting the Consumer Behaviour, Behaviour Stages in Consumer Buying Decision Process, Meaning and Concept of Customer Relationship Management, Advantages of CRM.	12	21 Feb To 15 March 2021
4	<b>Advertising &amp; Salesmanship:</b> Meaning and Concept of Advertising, Features of Advertising, Importance of Advertising, Advertisement and Sales, Salesmanship – Concept and Function of Salesman.	12	16 Mar To 31 Mar 2021
5	<b>Recent Trends in Marketing</b> Rural Marketing – Concept, Features of Rural Marketing, Difficulties in Rural Marketing, Importance of Rural Marketing, Green Marketing and E-Marketing.	12	1 April To 30 April 2021

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

Subject :- Management Accounting

Name of the Teacher :- **Dr. 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	12	1 Aug. to 31 Aug. -2020
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.	12	1 Sep. to 25 Sep.-2020
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)	14	26 Sep. to 20 Oct..2020
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.	14	20 Oct. To 25 Nov.2020
5	<b>Budget and Budgetary Control</b> Meaning, Objective, Advantages and Limitations of Budget and Budgetary Control, Preparation of Production Budget, Sales Budget	12	26 Nov. To 03 Jan.2021

Sem. VI	<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.	12	14 Jan 2021 To 31 Jan 2021
1			
2	<b>Ratio Analysis</b> Meaning, Advantages and Limitations of Ratio Analysis, Classification of Ratios, Calculation of Ratios, 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 Ratio, Capital Grading Ratio	10	1 Feb To 20 Feb 2021
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.	12	21 Feb To 15 March 2021
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.	12	16 Mar To 31 Mar 2021
5	<b>Responsibility Accounting</b> Meaning and Concept of Responsibility Accounting, Advantages and limitation, Problems on Responsibility Accounting.	12	1 April To 30 April 2021

  
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