

**Dayanand Arya Kanya Mahavidyalaya**

**Department of Commerce**

**Teaching Plan**

**Dr Mugdha A Deshpande**

**Department of Commerce**

**Academic Session 2021-22**



**HOD, Commerce  
Dr. Mugdha Deshpande**



**IQAC Coordinator  
Dayanand Arya Kanya Mahavidyalaya  
Jaripatka, Nagpur**



**Principal  
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**2021-22**

----- Semester wise Semester I Teaching Plan 2021-22 ( Offline Mode)			
Unit	Required Lectures	Monthly Lectures	Duration
<b>Admission Process: 16/07/2021 to 31/08/2021</b>		<b>July/August</b>	
<b>Bridge Course 19/07/2021-24/07/2021</b>			
<b>UNIT I</b> Company :Its meaning types, Process of Formation, Lifting of Corporate Veil, Differences between Public and Private limited Company Promotion of company process meaning, role of promoter Incorporation meaning, importance, Documents necessary MoA, AoA, Prospectus	03 03 03 03 03 02 02	20	2 August 2021 2021-1/09/2023
<b>Unit II</b> Prospectus: meaning, role , types, misrepresentation in prospectus: its types, effects impact on managerial personnel and remedies available to them	04 04 04 03 04 01	20	26 /9/2021- 30/9/2021
<b>Unit III</b> Classes of shares and debentures Properties of each type. Demat account opening and operation, Depositories :meaning functions	5 5 5 5	20	1 October 2021- 28 November 2021
<b>Unit IV</b> Membership of company, Member and Shareholder, Transfer and transmission of shares, Managerial Personnel Managing Director, WTD, Manager Meaning functions duties and responsibilities	5 5 5 5	20	29/10/2021- 25/11/2021
Extra Class for Slow learners Revision Class Mock Test	1 per week 1 per week 1 per week	3 per month	
<b>University Semester Exams</b>	<b>As per university schedule</b>		
<b>Diwali Vacation/ Semester Break</b>	<b>31.10.2021 to 10.11.2021</b>		

Date of Submission: 05/07/2022

  
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Unit	Required Lectures	Monthly Lectures	
<b>UNIT I</b> Procedure for incorporation of Company, Conversion of company from public to private and vice versa, Procedure for alteration of MoA and AoA	5 5 5 5	20	10/01/22 To 2/01/22
<b>Unit II</b> Company secretary, meaning, qualifications functions, methods of appointment. Company Directors- types, meaning, qualifications functions, methods of appointment.	5 5 5 5	20	03/02/22 To 01/03/22
<b>Unit III</b> Company Meetings Statutory, Board, Directors, Extraordinary meeting quorum, Agenda, minutes Voting and resolution Meaning, types	5 5 5 5	20	02/03/22 To 31/03/22
<b>Unit IV</b> Secretarial Audit and CSR, KMP various CSR and Audit rules	5 5 5 5	20	01/04/22 To 28/04/22
Extra Class for Slow learners Revision Class Mock Test	1 per week 1 per week 1 per week	3 per month	
University Semester Exams	As per university schedule		
<b>Diwali Vacation/ Semester Break</b>	<b>31.10.2021 to 10.11.2021</b>		

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----- Semester wise Semester III Teaching Plan 2021-22 ( Offline Mode)			
Unit	Required Lectures	Monthly Lectures	Duration
<b>UNIT I</b> Money- meaning, evolution, functions, Quantity Theory of Money statement, assumptions, criticism, Method of Note issue fixed, fiduciary and proportional system meaning working , recent trends	5 5 5 5	20 per month	02/08/21 To 30/08/21
<b>Unit II</b> Inflation, Deflation Meaning features impact remedies and types Measures to control , Monetary and Fiscal policy : Meaning impact and working	5 5 5 5	20 per month	31/08/21 To 26/09/21
<b>Unit III</b> Money market meaning objectives, types, importance Instruments of money market,	05 per week	20 per month	27/-9/21 To 25/10/21
<b>Unit IV</b> Public finance principles, Theory of maximum social advantage, Taxation: Canons, Types and impact on public	05 per week	20 per month	26/10/21 To 22/11/21
Extra Class for Slow learners Revision Class Mock Test	01 per week 01 per week 01 per week	3 per month	1December 2021-15 February
University Semester Exams	As per university schedule		
<b>Diwali Vacation/ Semester Break</b>	<b>31.10.2021 to 10.11.2021</b>		

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----- Semester wise Semester IV Teaching Plan 2021-22 ( Offline Mode)			
Unit	Required Lectures	Monthly Lectures	Duration
<b>UNIT I</b> Evolution functions of Banking, Role of Banks in development, Commercial Banking meaning principles, Credit creation meaning, functions, role of banks in credit creation.	05 05 05 05	20 per month	10/01/22 To 2/02/22
<b>Unit II</b> Investment Policy of Commercial Banks, NPA meaning, criterion, Core banking Meaning Methods, ATM Smart Card, e purse , EFT, ECS	05 05 05 05	20 per month	03/02/22 To 01/03/22
<b>Unit III</b> Bank and customer relationships Debtor, Creditor, Agent and Principal, Bailor and Bailee	05 05 05 05	20 per month	02/03/22 To 31/03/22
<b>Unit IV</b> Central Bank role of cenral bank in Economy, Credit creation and control , Qualitative and quantitative methods of credit control. CRR, SLR,Bank rate	05 05 05 05	20 per month	01/04/22 To 28/04/22
Extra Class for Slow learners Revision Class Mock Test	01 per week 01 per week 01 per week	3 per month	
University Semester Exams	As per university schedule		
Diwali Vacation/ Semester Brack	22/11/2021- 30/11/2021		

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----- Semester wise Semester V Teaching Plan 2021-22 ( Offline Mode)			
Unit	Required Lectures	Monthly Lectures	Duration
<b>UNIT I</b> Concept of management, administration, difference between them. Meaning roles functions of management and administration.	5 5 5 5	20	02/08/21 To 30/08/21
<b>Unit II</b> Managerial Development skills required of manager and methods of learning managerial skills. Need for developing managerial skills, role of manager.	5 5 5 5	20	31/08/21 To 29/09/21
<b>Unit III</b> Group Dynamics meaning role and importance, Types of groups and methods of group formation and its process	5 5 5	20	01/10/21 To 28/10/21
<b>Unit IV</b> Management styles Maslow's and mc Gregors theories, motivation meaning and types . Impoortance of motivation	5 5 5 5	20	29/10/21 To 28/11/21
<b>Extra Class for Slow learners</b>	01 per week	3 per month	
<b>Revision Class</b>	01 per week		
<b>Mock Test</b>	01 per week		
<b>University Semester Exams</b>	As per university schedule		
<b>Diwali Vacation/ Semester Break</b>	22/11/2021- 30/11/2021		

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----- Semester wise Semester VI Teaching Plan 2021-22 ( Offline Mode)			
Unit	Required Lectures	Monthly Lectures	Duration
<b>UNIT I</b> Correlation types, Karl Pearson coefficient of Correlation problems Rank correlation coefficient	5 5 5 5	20	10/01/22 To 05/02/22
<b>Unit II</b> Regression Analysis Bivariate frequency table and regular series problems	5 5 5 5	20	06/02/22 To 01/03/22
<b>Unit III</b> Index numbers Laspeyres, Paasche, Marshall Edgeworth, Dornish Bowley index numbers. Time reversal and factor reversal tests	5 5 5 5	20	02/03/22 To 31/03/22
<b>Unit IV</b> Time series analysis components, Variatiuon graphic method and method of least squares, moving averages	5 5 5 5	20	01/04/22 To 28/04/22
Extra Class for Slow learners Revision Class Mock Test	01 per week 01 per week 01 per week	3 per month	
University Semester Exams	As per university schedule		
Diwali Vacation/ Semester Break	31.10.2021 to 10.11.2021		

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