

**TEACHING PLAN**Research
methodology
in History

Class: SYBA - SEC - HIS - 234

Subject: In History

Sl. No.	Topic	Sub - topic	Month/Period	Teaching/Learning Method	Evaluation
1)	Chapter - I Basic Term and Types of Research	A) Types of Research B) Sources - Primary, secondary archival, audio- visual, personal	Dece mber	lecture	
2)	Chapter - II Design of Research and Hypothesis	A) Design of Research and B) Hypothesis Definition, Characteristic of good hypo thesis and, its Importance.	Janu ary	lecture	
3)	Chapter - III Research methodologies	A) Analytical - process i) Heuristics ii) Hermeneutics B) Synthetic process C) Concluding process i) Valid Generalization ii) Footnotes iii) Bibliography	March	lecture Question Answer	

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TEACHING PLAN

2027-2028
History of Indian
Freedom movement
(AD-1857 AD 1905)

Class : FYBA - First Term.

Subject : Freedom movement
(AD-1857 AD 1905)

Sr. No.	Topic	Sub - topic	Month/Period	Teaching/Learning Method	Evaluation
1	Rise and Growth of British Power in India.	(a) Rise of British Power in India - Brief survey	December	Lecture	
		(b) Revolt of 1857			
		(a) Causes			
		(b) Consequences			
2	Social & Religious Reformer	(1) Raja Ram Mohan Roy	January	Lecture	
		(2) Swami Dayanand Saraswati,			
		(3) Swami Vivekanand.			
		(4) Mahatma Jotiba Phule			



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Class :

Subject :

F. D.	Topic	Sub - topic	Month/ Period	Teaching/ Learning Method	Evaluation
		Dr. Savitribai Phule			
		Dr. Rajshree Chhatrapati Shahu Maharaj	Jan dry	Question Answer	
		Dr. Bhabha Saheb Ambedkar			
	India National Congress.	① Foundation of Indian National Congress: its origin and objectives	Febr dry	Question Answer	



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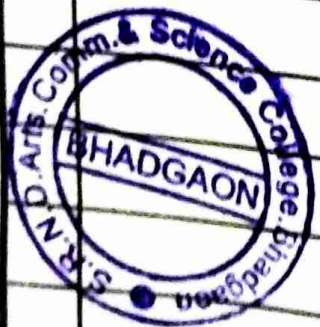


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Class :

Subject :

Sr. No.	Topic	Sub - topic	Month/ Period	Teaching/ Learning Method	Evaluation
		b) Achievements of the Indian National Congress (1885-1905)	March	Lecture	
		3) Moderate Group:			
		a) Surendra Nath Banerjee			
		b) Gopal Krishna Gokhale			
		c) Dadabhai Naoroji	March	Lecture	
		d) Mahadev			



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Class : B.A. - second year

Subject : History (1905-1947)

Sr. No.	Topic	Sub - topic	Month/ Period	Teaching/ Learning Method	Remarks
1	The Rise of the Extremists & Revolutionary movements.	IDEALISTS GSA i) Lokmanya Tilak Congress 1907 ii) Home rule movement 1916 iii) Revolutionary movements 1) Abhinav Bharat ii) Anushilan Samiti iii) Gadar Party	April	Lecture	
			April	Lecture	



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TEACHING PLAN

Subject :

Class :

Sl. No.	Topic	Sub - topic	Month/ Period	Teaching Learning Method	Evaluation
		i) Introduction Socialist Republican Association			
	ii) Gandhian Freedom movement	ii) Non co- operation movement Causes & Consequences i) Civil Disobedience movement, iii) quiet India mov ment.	may	lecture	
		iv) Subhash	may	Question Answer	



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Class :

Subject :

Sr. No.	Topic	Sub - topic	Month/ Period	Teaching/ Learning Method	Evaluation
		Chandra Bose & Azad			
		Hind Fauz			
3)	Partition & Independence of India	i) Cripps mission, Wavell plan, Cabinet mission, Mountbatten plan & Indian Independence Act - 1947	may	lecture	
		ii) Muslim League & Partition of India		Question Answer	
		ii) Features of the Indian Institution.			



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Third Term - Sem

Class : SYBA. - DSC - 1

Subject : History of English United State of America (1776-1999)

Sr. No.	Topic	Sub - topic	Month/ Period	Teaching/ Learning Method	Evaluation
1)	The Background	a) settlement and colonization of Europeans in America.	December	lecture	
		b) colonial society			
		c) Indentured labour white and Black			
2)	Making of Republic	a) Causes of American Independence war	January	lecture	
		b) declaration of Independence			



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Teaching plan

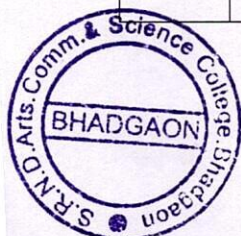
Academic year -2022-23

Sem – VI


Class: - T. Y. B. Sc.

Subject:-Analytical chemistry (CH-605)

Sr.No.	Topic /Chapter	Sub topic	month	Periods	Teaching/ Learning method
01	Chapter- Solvent Extraction (9L, 12M)	The Distribution Co-efficient, The Distribution Ratio, Percent Extracted, Solvent Extraction of Metals - Ion Association Complex and Metal Chelates, The Extraction Process, The Separation Efficiency of Metal Chelates, Analytical Separations, Multiple Batch Extractions, Countercurrent Distribution, Simple numerical problems on Percent Extracted and Multiple Extraction, Problems	Dec	09	Lecture and discussion
02	High- Performance Liquid Chromatography (9L, 12M)	Introduction, Principles, Equipment for HPLC, Choice of Column Materials for HPLC, Application	Jan.	09	Lecture and discussion
03	Gas Chromatography (9L, 12M)	Introduction, Principles, Gas chromatography Columns, Gas Chromatography Detectors, Column Efficiency in Chromatography- Theoretical Plates, 1) Van Deemter Equation, 2) Capacity Factor and 3) Resolution, Problems	Jan.	07	Lecture and discussion
04	Ion Exchange Chromatography (9L, 12M)	Introduction, Cation Exchange Resins, Anion Exchange Resins, Cross-linkage, Effect of pH Separation of Amino Acids, Effect of Complexing Agents- Separation of Metal ions on Anion Exchange Columns, Applications of	Feb.	09	Lecture and discussion

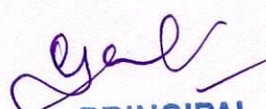


		Ion Exchange Chromatography			
05	Thermal Methods (9L, 12M)	Thermal Methods (9L, 12M) General Discussion, Thermogravimetry- Lecture and discussion Instruments for thermogravimetry, Applications of thermogravimetry, Differential Techniques- Differential Thermal Analysis (DTA) and Differential Scanning Calorimetry (DSC), Instruments for DTA and DSC, Experimental and Instrumental Factors, Applications of DTA and DSC, Problems	Feb.	07	Lecture and discussion


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ARTS.COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST.JALGAON (424105)

PTC Education Society's
Sau. Rajanitai Nanasahab Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist. Jalgaon

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com I Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	July 2017	<p style="text-align: center;">Unit 1 Modern Office</p> <p>1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future</p>	(10)	Lecture Method & using PPT
2	July 2017	<p style="text-align: center;">Unit 2 Office Management</p> <p>2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques</p>	(10)	Lecture method.
3	Aug 2017	<p style="text-align: center;">Unit 3 Office Layout</p> <p>3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages</p>	(10)	Lecture & Question Answer Method
4	Aug 2017	<p style="text-align: center;">Unit 4 Office System and Procedure</p> <p>4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work</p>	(10)	Lecture method.
5	Sep 2017	<p style="text-align: center;">Unit 5 Office Environment</p> <p>5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies</p>	(10)	Lecture method
6	Sep 2017	<p style="text-align: center;">Unit 6 Office Record Management</p> <p>6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.</p>	(10)	Lecture method.

Sachin N. Hadoltikar
Head

Department of Commerce
 Sau. Rajanitai Nanasahab Deshmukh
 Arts, Commerce & Science College
 Bhadgaon, Dist. Jalgaon.



Sachin N. Hadoltikar

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 ARTS, COMMERCE & SCIENCE COLLEGE,
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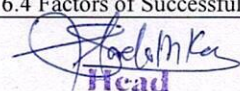
Name of the Teacher: Dr. Sachin N. Hadoltikar

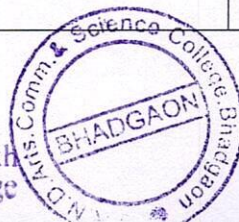
Subject: Modern Office Management

Class: F.Y. B.com II Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2017	<p style="text-align: center;">Unit 1 Office Organization</p> 1.1 Office Manager: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office	(10)	using PPT & lecture method
2	Dec 2017	<p style="text-align: center;">Unit 2 Office Services</p> 2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.	(10)	Lecture method
3	Jan 2018	<p style="text-align: center;">Unit 3 Office Stationery and Supplies</p> 3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption	(10)	Lecture method
4	Jan 2018	<p style="text-align: center;">Unit 4 Office Automation</p> 4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance	(10)	lecture & question answer method
5	Feb 2018	<p style="text-align: center;">Unit 5 Secretarial Procedure</p> 5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence	(10)	lecture method
6	Feb 2018	<p style="text-align: center;">Unit 6 Office Meeting</p> 6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting	(10)	Lecture method


Head
 Department of Commerce
 Sau. Rajanitai Nanasaheb Deshmukh
 Arts, Commerce & Science College
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 SAU. RAJANITAI NANASAHEB DESHMUKH
 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424105)

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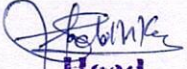
Name of the Teacher: Dr. Sachin N. Hadoltikar

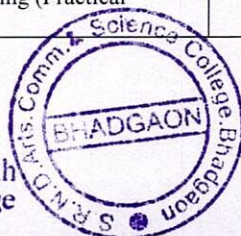
Subject: Corporate A/C and Costing

Class: S.Y. B.com III Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2017	Unit 1 Profits or Loss Prior to Incorporation 1.1 Meaning 1.2 Basis of Apportionment 1.3 Calculation of Pre Post Incorporation Profit/Loss. 1.4 Treatment of Pre post Profit / Loss.	(06)	Lecture Method
2	July 2017	Unit 2 A. Issue of SWEAT Equity and Employees Stock Option Scheme. 2.1 Meaning and Journal Entries 2. B. Redemption of Preference Shares 2.2 Accounting for redemption of Preference shares, Statutory requirements disclosure in Balance Sheet.	(04) (06)	Lecture Method
3	Aug 2017	Unit 3 Redemption of Debentures 3.1 Entries for various modes of Redemption. 3.2 Redeem by payment in cash conversion into some other security by purchase from open market & Cancellation. 3.3 Sinking Fund (Debenture Redemption Fund Method) for Redemption	(06)	Lecture Method & Practical Problem
4	Aug 2017	Unit 4 Underwriting of shares Lecture 4.1 Meaning 4.2 Provisions regarding underwriting commission 4.3 Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting firm underwriting, Determination of Liability of underwrites. 4.4 Accounting treatment 4.5 Preparation of underwriters statement, Accounting Entries & relevant Ledgers	(06)	Lecture & Problem solve
5	Sep 2017	Unit 5 Accounting for Bonus Issue of shares 5.1 Meaning 5.2 Conditions for Bonus Issue 5.3 Accounting Entries 5.4 Conversion of partly paid shares into fully paid, Issue of fully paid Bonus shares.	(06)	Lecture Method
6	Sep 2017	Unit 6 Labour 6.1 Introduction to Accounting for Labour 6.2 Time keeping, Time Booking – Methods Thereof 6.3 Idle Time, Overtime, Night Shift Allowance (concepts only) 6.4. Methods of Wage Payment i) Time Rate, Piece Rate & Differential Piece Rate (Practical Problems) ii) Premium Bonus Plans, Profit sharing (Practical Problems)	(14)	Problem solve


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Department of Commerce
Sau. Rajanitai Nanasaheb Deshmukh
Arts, Commerce & Science College
Bhadgaon, Dist. Jalgaon.




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SAU. RAJANITAI NANASAHEB DESHMUKH
ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasahab Deshmukh Arts,
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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate A/C and Costing

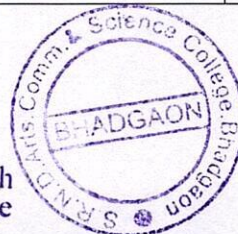
Class: S.Y. B.com IV Semester

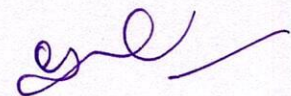
Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2017	Unit 1 Accounting Standards As 4: Contingencies and Events occurring after the Balance Sheet Date As 5: Net Profit or Loss for the period Prior Period Items and changes in Accounting Policies. As 9: Revenue Recognition As 29 : Provisions contingent Liabilities and Contingent Assets	(04)	PPT
2	Dec 2017	Unit 2 Accounting for Buy Back of shares a. Meaning b. Provisions regarding Buy Back of shares c. Calculation of maximum number of shares Buy Back d. Accounting for Buy Back (Simple examples)	(06)	Lecture Method
3	Jan 2018	Unit 3 Final A/c of Limited Company a. Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of Companies Act, 2013 provisions and reserves; determination of managerial remuneration; appropriation out of profits; transfer to profits to reserves; payment of dividend, Bonus shares and payment of interest out of capital Refer to As-1, AS-2, AS -6, AS-10 & AS-29.	(12)	Problem solve Lecture method
4	Jan 2018	Unit 4 Voyage A/c 5.1 Meaning 5.2 Preparation of Voyage Account	(06)	Lecture method.
5	Feb 2018	Unit 5 Insurance Claim A. Loss of Stock B. Loss of Profit (Consequential Loss)	(06)	Lecture method
6	Feb 2018	Unit 6 Overheads a. Introduction b. Allocation and apportionment of overheads (Practical Problems) c. Primary and secondary distribution (Practical Problems) d. Absorption of overhead, Concepts, bases of absorption (Practical Problems)—under absorption and over absorption of overheads.	(14)	Question Answer Method. & Practical Problem


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Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

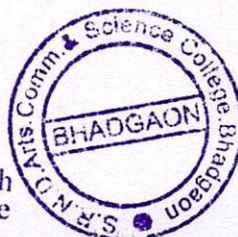
Class: S.Y. B.com III Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2017	Unit 1 Introduction 1.1 Meaning, Definition and Concept 1.2 Nature and Importance of Entrepreneurship 1.3 Features of Entrepreneurship 1.4 Evolutionary Approach 1.5 Functions of an Entrepreneur 1.6 Qualities of Entrepreneurship 1.7 Distinction between an Entrepreneur and a Manager	(10)	PPT Use
2	Dec 2017	Unit 2 Types of Entrepreneur 2.1 Classification of entrepreneurship on Different Basis 2.2 Innovative Entrepreneurs 2.3 Imitative Entrepreneurs 2.4 Fabian Entrepreneurs 2.5 Drone Entrepreneurs	(08)	Lecture Method
3	Jan 2018	Unit 3 Identification of Business Opportunity 3.1 Business Opportunity 3.2 Sources of Business Product Idea 3.3 Step in Identification of Business Opportunity 3.4 Market Survey	(06)	Lecture Method
4	Jan 2018	Unit 4 Entrepreneurship Development Programme 4.1 Concept of EDP 4.2 Phases of EDP 4.3 Importance of EDP 4.4 Objectives of EDP 4.5 Methods of Training Programme 4.6 Success of EDP 4.7 Shortcomings of EDP	(08)	Lecture method
5	Feb 2018	Unit 5 Role of Entrepreneur 5.1 Entrepreneurship Development in India a) Before Independence Period b) Post Independence Period 5.2 Role of Entrepreneur in Economic Growth and Development 5.3 Role in Developed and Underdeveloped Economies 5.4 Impact of Globalisation, Liberalisation & Privatisation On Entrepreneurship	(08)	Question Answer
6	Feb 2018	Unit 6 Inducement Measures for Entrepreneurs 6.1 Components of Inducement Measures 6.2 Advantages of Inducement Measures 6.3 Objection Against Inducement Measures 6.4 Group Incentive Scheme 6.5 Incentive Scheme for Small Enterprise	(08)	Question Answer

Sachin N. Hadoltikar
Head

Department of Commerce
Sau. Rajanitai Nanasaheb Deshmukh
Arts, Commerce & Science College
Bhadgaon, Dist. Jalgaon.



Sachin N. Hadoltikar

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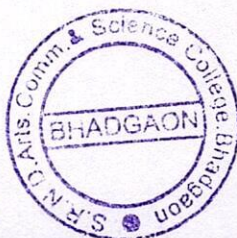
Subject: Business Entrepreneurship

Class: S.Y. B.com IV Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2017	Unit 1 Entrepreneurial Development 1.1 Psychological Model 1.2 Social Model 1.3 Economic Model 1.4 Integrated Model	(06)	Lecture Method
2	Dec 2017	Unit 2 Factors Affecting Entrepreneurial Development 2.1 Internal Factor 2.2 Social Factor 2.3 Economical Factor 2.4 Political Factor 2.5 Cultural Factor 2.6 Psychological Factor 2.7 Technological Factor 2.8 Educational and International Factor	(08)	Lecture method
3	Jan 2018	Unit 3 Entrepreneurship Environment & Problem 3.1 Responsibilities of Entrepreneurs 3.2 Challenges before Indian Entrepreneur 3.3 Problems of Entrepreneurship	(06)	Lecture method
4	Jan 2018	Unit 4 Women Entrepreneur 4.1 Concept of Women Entrepreneurs 4.2 Opportunities for Women becoming entrepreneur 4.3 Empowerment of Women Through Enterprise 4.4 Women Entrepreneurs in Semi-Urban & Rural Sector 4.5 Problems of Women Entrepreneurs	(08)	Lecture method
5	Feb 2018	Unit 5 Project Report and Government Institutions 5.1 Project Report – Meaning, Importance 5.2 Format of Project Report 5.3 DIC, MIDC, MSFC, MSSIDC, MITCON, MCED, SIDBI, SISIMUDRA	(10)	Lecture method
6	Feb 2018	Unit 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 Aabasaheb Garware 6.4 Kiran Mazumdar Shaw 6.5 Chanda Kochar 6.6 Sudha Murty	(10)	Lecture Method


Head
Department of Commerce
Sau. Rajanitai Nanasaheb Deshmukh
Arts, Commerce & Science College
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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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Commerce and Science College, Bhadgaon Dist Jalgaon


Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Principles & Practices of Auditing

Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	July 2017	Unit 1 Introduction of Audit :- Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit. – Advantages & limitations of audit – Relationship of Auditing with other subjects - Standards on Auditing (SAs) – Meaning, Scope of SAs.	(08)	PPT
2	July 2017	Unit 2 Errors, Frauds and Sampling Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors –Commission, Omission, Principle & Compensating- Types of Frauds, Risk of fraud & Errors in Audit-Auditors Duties & Responsibilities in respect of Errors &Frauds- Audit Sampling Meaning, purpose & factors in determining sample size	(08)	Lecture Method
3	Aug 2017	Unit 3 Types of Audit Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R.audit & Information system audit	(08)	Lecture Method
4	Aug 2017	Unit 4 Audit Program & Documentation Meaning, Nature, Scope & Objectives of Audit Program- Control of quality of Audit work – Delegation & supervision of Audit work- Audit Planning- Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working paper- Elementary study of SA 230 (Revised) "Audit Documentation".	(08)	Lecture Method
5	Sep 2017	Unit 5 Audit Evidence Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation –direct confirmation – re-computation – analytical review techniques – representation by management –obtaining certificate-Elementary study of SA 500 (Revised) "Audit Evidence".	(08)	Lecture Method
6	Sep 2017	Unit 6 Vouching, Verification and Valuation a. Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching & Verification. b. Verification and valuation of assets & liabilities – Meaning & objects of verification and valuation – difference between verification and valuation – procedure of verification and valuation of assets & liabilities	(08)	Lecture Method


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ARTS, COMMERCE & SCIENCE COLLEGE,
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**PTC Education Society's
Sau. Rajanital Nanasahb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher : Dr. Sachin N. Hadoltkar

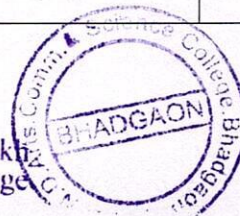
Subject: Principles & Practices of Auditing

Class: T.Y. B.com VI Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2017	Unit 1 Investigation Meaning, nature and objectives of Investigation- Difference between Audi & Investigation- Investigation at the time of purchase of business , admission of a new partner , granting loan for detecting grants & Statutory Investigation	(08)	use of PPT
2	Dec 2017	Unit 2 Evaluation of Internal Control & Internal Check : a. Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control- Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control b. Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking- Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”.	(08)	Lecture Method
3	Jan 2018	Unit 3 Company Auditor Provisions regarding qualifications, disqualifications, appointment & removal of auditor as per the companies Act, 2013 – Rights/Powers, duties and liabilities and remuneration of company auditor – professional conduct and ethics- Auditor's role in corporate governance and evolution of Audit Committee	(08)	Lecture & Question Answer
4	Jan 2018	Unit 4 Audit of Limited Companies : Preliminaries to the Audit work of a Limited Company- Audit of share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by Companies – Audit of Debentures	(08)	Lecture Method
5	Feb 2018	Unit 5 Auditing in Computerized Information System (CIS) Environment Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit Software	(08)	Lecture Method
6	Feb 2018	Unit 6 Audit Report : Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification	(08)	Lecture Method

S. Hadoltkar
Head
Department of Commerce
Sau. Rajanital Nanasahb Deshmukh
Arts, Commerce & Science College,
Bhadgaon, Dist. Jalgaon.



S. Hadoltkar
PRINCIPAL
SAU. RAJANITAI NANASAHEB DESHMUKH
ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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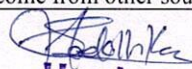
Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Income Tax

Class : T.Y. B.com V Semester

Total Lectures 48


Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	July 2017	<p>Unit 1 Introduction of Income Tax Act 1961 and basic concepts</p> <p>a. Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income.</p> <p>b. Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax</p>	(08)	PPT
2	July 2017	<p>Unit 2 Computation of Income from Salary</p> <p>a. Income from Salary - Salary, Allowances, perquisites and retirement benefits, Exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic)</p> <p>b. Allowances to be studied – HRA, Transport Allowance, Children Education Allowance, Medical allowance –</p> <p>c. Perquisite to be studied – Rent-free Accommodation</p> <p>d. Deduction on account of Professional Tax</p> <p>e. Practical problems on computation of salary income</p>	(10)	Lecture Method
3	Aug 2017	<p>Unit 3 Computation of Income from House Property</p> <p>a. Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic)</p> <p>b. Computation of house-property income – Practical problems on computation of income from house property</p>	(08)	Lecture Method
4	Aug 2017	<p>Unit 4 Computation of Income from Other Sources</p> <p>a. Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs</p> <p>b. Computation of income from other sources - Practical problems on computation of income from other sources</p>	(04)	Lecture Method


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Arts, Commerce & Science College
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SAU. RAJANITAI NANASAHEB DESHMUKH
ARTS, COMMERCE & SCIENCE COLLEGE,
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5	Sep 2017	<p align="center">Unit 5 Income from Profits and Gains of Business and Profession</p> <p>a. Meaning & Nature of Income from Business & Profession, Difference between Business & Profession – Expenses allowable and Expenses not allowable while computing income from business and profession. (Study of the sections relevant to the topic)</p> <p>b. Practical problems on computation of Income from Business</p> <p>c. Practical problems on computation of Income from profession of Doctors and Chartered Accountants only</p>	(10)	Lecture Method
6	Sep 2017	<p align="center">Unit 6 Computation of Taxable Income and Income tax of an Individual Assessee -</p> <p>a. Computation of Gross Total Income, Deductions under sections 80-C, 80-CCC, 80-CCD, 80CCD(1B), 80-D, 80-E, 80-G, 80-TTA</p> <p>b. Income tax slabs and rates for the Assessment year under study, including Education cess, Higher education cess, surcharge (in case applicable for the assessment year)</p> <p>c. Tax rebate under section 87-A</p> <p>d. Computation of Total Income and Income Tax of an Individual assessee.</p>	(08)	Lecture Method


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 Arts, Commerce & Science College
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 SAU. RAJANITAL NANASAHEB DESHMUKH
 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424105)

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Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Soft Skills Development


Class : T.Y. B.com VI Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2017	Unit 1 Soft Skill 1.1 Meaning and importance 1.2 Types of soft skills 1.3 Understanding yourself: Self assessment through SWOT Analysis 1.4 Motivation: Need and Sources 1.5 Business Ethics and Etiquettes 1.6 Mobile phone etiquettes	(08)	Lecture Method
2	Dec 2017	Unit 2 Time Management 2.1 Time management and its significance 2.2 Assessing your time management 2.3 Time Management Strategies and Tools 2.4 Activities Log, To-do lists, Action Programs, Multitasking, Efficient File Management 2.5 Planning in Advance: Prioritizing and Scheduling	(08)	Lecture Method
3	Jan 2018	Unit 3 Stress Management 3.1 Concept of Stress 3.2 Causes of Stress 3.3 Symptoms of Stress 3.4 Strategies for Managing and Overcoming Stress	(08)	Lecture Method
4	Jan 2018	Unit 4 Problem Solving and Decision 4.1 Identifying and defining problems 4.2 Solving the problem Brainstorming 4.3 Thinking critically and creatively 4.4 Group decision making and problem solving 4.5 Negot	(08)	Lecture & Question Answer
5	Feb 2018	Unit 5 Teamwork and Team Building 5.1 Concept of team, need and significance of team work 5.2 Team Management: Strategies and Tools 5.3 Conflict Resolution 5.4 Understanding the role of teams in organization 5.5 Leadership Skills: Concept, Types, Qualities and Functions 5.6 Professional Networking: Establishing, grooming and maintaining relationships	(08)	Lecture & Question Answer
6	Feb 2018	Unit 6 Learning Skills 6.1 Concept of learning 6.2 Learning theories and models 6.4 Memorizing Techniques 6.5 Mind mapping: Taking notes effectively 6.6 Journaling (Writing Diary) for Professional development 6.7 Using ICT for efficient learning	(08)	Lecture Method


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 Department of Commerce
 Sau. Rajanitai Nanasahab Deshmukh
 Arts, Commerce & Science College
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 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com I Semester


Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2018	Unit 1 Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	(10)	PPT
2	July 2018	Unit 2 Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques	(10)	Lecture Method
3	Aug 2018	Unit 3 Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	(10)	Lecture Method
4	Aug 2018	Unit 4 Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work	(10)	Lecture Method
5	Sep 2018	Unit 5 Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	(10)	Lecture Method & Question Answer
6	Sep 2018	Unit 6 Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	(10)	Lecture Method


Head

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management


Class: F.Y. B.com II Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2018	<p style="text-align: center;">Unit 1 Office Organization</p> <p>1.1 Office Manager: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office</p>	(10)	PPT use Lecture
2	Dec 2018	<p style="text-align: center;">Unit 2 Office Services</p> <p>2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.</p>	(10)	Lecture Method
3	Jan 2019	<p style="text-align: center;">Unit 3 Office Stationery and Supplies</p> <p>3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption</p>	(10)	Lecture method
4	Jan 2019	<p style="text-align: center;">Unit 4 Office Automation</p> <p>4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance</p>	(10)	Question Answer & Lecture Method
5	Feb 2019	<p style="text-align: center;">Unit 5 Secretarial Procedure</p> <p>5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence</p>	(10)	Lecture method
6	Feb 2019	<p style="text-align: center;">Unit 6 Office Meeting</p> <p>6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting</p>	(10)	Lecture Method


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Sau. Rajanitai Nanasaheb Deshmukh
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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON, DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate A/C and Costing

Class: S.Y. B.com III Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	July 2018	Unit 1 Profits or Loss Prior to Incorporation 1.1 Meaning 1.2 Basis of Apportionment 1.3 Calculation of Pre Post Incorporation Profit/Loss. 1.4 Treatment of Pre post Profit / Loss.	(06)	Lecture Method
2	July 2018	Unit 2 A. Issue of SWEAT Equity and Employees Stock Option Scheme. 2.1 Meaning and Journal Entries 2. B. Redemption of Preference Shares 2.2 Accounting for redemption of Preference shares, Statutory requirements disclosure in Balance Sheet.	(04) (06)	Lecture Method
3	Aug 2018	Unit 3 Redemption of Debentures 3.1 Entries for various modes of Redemption. 3.2 Redeem by payment in cash conversion into some other security by purchase from open market & Cancellation. 3.3 Sinking Fund (Debenture Redemption Fund Method) for Redemption	(06)	Lecture Method
4	Aug 2018	Unit 4 Underwriting of shares Lecture 4.1 Meaning 4.2 Provisions regarding underwriting commission 4.3 Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting firm underwriting, Determination of Liability of underwrites. 4.4 Accounting treatment 4.5 Preparation of underwriters statement, Accounting Entries & relevant Ledgers	(06)	Lecture Method
5	Sep 2018	Unit 5 Accounting for Bonus Issue of shares 5.1 Meaning 5.2 Conditions for Bonus Issue 5.3 Accounting Entries 5.4 Conversion of partly paid shares into fully paid, Issue of fully paid Bonus shares.	(06)	Lecture Method
6	Sep 2018	Unit 6 Labour 6.1 Introduction to Accounting for Labour 6.2 Time keeping, Time Booking – Methods Thereof 6.3 Idle Time, Overtime, Night Shift Allowance (concepts only) 6.4. Methods of Wage Payment i) Time Rate, Piece Rate & Differential Piece Rate (Practical Problems) ii) Premium Bonus Plans, Profit sharing (Practical Problems)	(14)	Lecture Method

Sachin N. Hadoltikar
Head

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Subject: Corporate A/C and Costing

Class: S.Y. B.com IV Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2018	Unit 1 Accounting Standards As 4: Contingencies and Events occurring after the Balance Sheet Date As 5: Net Profit or Loss for the period Prior Period Items and changes in Accounting Policies. As 9: Revenue Recognition As 29 : Provisions contingent Liabilities and Contingent Assets	(04)	PPT
2	Dec 2018	Unit 2 Accounting for Buy Back of shares a. Meaning b. Provisions regarding Buy Back of shares c. Calculation of maximum number of shares Buy Back d. Accounting for Buy Back (Simple examples)	(06)	Lecture Method
3	Jan 2019	Unit 3 Final A/c of Limited Company a. Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of Companies Act, 2013 provisions and reserves; determination of managerial remuneration; appropriation out of profits; transfer to profits to reserves; payment of dividend, Bonus shares and payment of interest out of capital Refer to As-1, AS-2, AS -6, AS-10 & AS-29.	(12)	Lecture Method
4	Jan 2019	Unit 4 Voyage A/c 5.1 Meaning 5.2 Preparation of Voyage Account	(06)	Lecture Method
5	Feb 2019	Unit 5 Insurance Claim A. Loss of Stock B. Loss of Profit (Consequential Loss)	(06)	Lecture Method
6	Feb 2019	Unit 6 Overheads a. Introduction b. Allocation and apportionment of overheads (Practical Problems) c. Primary and secondary distribution (Practical Problems) d. Absorption of overhead, Concepts, bases of absorption (Practical Problems)—under absorption and over absorption of overheads.	(14)	Problem solving Lecture Method


Head
Department of Commerce
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ARTS, COMMERCE & SCIENCE COLLEGE,
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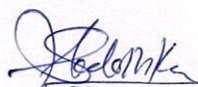
Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com III Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2018	Unit 1 Introduction 1.1 Meaning, Definition and Concept 1.2 Nature and Importance of Entrepreneurship 1.3 Features of Entrepreneurship 1.4 Evolutionary Approach 1.5 Functions of an Entrepreneur 1.6 Qualities of Entrepreneurship 1.7 Distinction between an Entrepreneur and a Manager	(10)	Lecture Method
2	Dec 2018	Unit 2 Types of Entrepreneur 2.1 Classification of entrepreneurship on Different Basis 2.2 Innovative Entrepreneurs 2.3 Imitative Entrepreneurs 2.4 Fabian Entrepreneurs 2.5 Drone Entrepreneurs	(08)	Lecture Method
3	Jan 2019	Unit 3 Identification of Business Opportunity 3.1 Business Opportunity 3.2 Sources of Business Product Idea 3.3 Step in Identification of Business Opportunity 3.4 Market Survey	(06)	Lecture Method
4	Jan 2019	Unit 4 Entrepreneurship Development Programme 4.1 Concept of EDP 4.2 Phases of EDP 4.3 Importance of EDP 4.4 Objectives of EDP 4.5 Methods of Training Programme 4.6 Success of EDP 4.7 Shortcomings of EDP	(08)	Lecture Method
5	Feb 2019	Unit 5 Role of Entrepreneur 5.1 Entrepreneurship Development in India a) Before Independence Period b) Post Independence Period 5.2 Role of Entrepreneur in Economic Growth and Development 5.3 Role in Developed and Underdeveloped Economies 5.4 Impact of Globalisation, Liberalisation & Privatisation On Entrepreneurship	(08)	Question Answer Method
6	Feb 2019	Unit 6 Inducement Measures for Entrepreneurs 6.1 Components of Inducement Measures 6.2 Advantages of Inducement Measures 6.3 Objection Against Inducement Measures 6.4 Group Incentive Scheme 6.5 Incentive Scheme for Small Enterprise	(08)	Lecture Method


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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com IV Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2018	Unit 1 Entrepreneurial Development 1.1 Psychological Model 1.2 Social Model 1.3 Economic Model 1.4 Integrated Model	(06)	Lecture Method
2	Dec 2018	Unit 2 Factors Affecting Entrepreneurial Development 2.1 Internal Factor 2.2 Social Factor 2.3 Economical Factor 2.4 Political Factor 2.5 Cultural Factor 2.6 Psychological Factor 2.7 Technological Factor 2.8 Educational and International Factor	(08)	Lecture Method
3	Jan 2019	Unit 3 Entrepreneurship Environment & Problem 3.1 Responsibilities of Entrepreneurs 3.2 Challenges before Indian Entrepreneur 3.3 Problems of Entrepreneurship	(06)	Lecture Method
4	Jan 2019	Unit 4 Women Entrepreneur 4.1 Concept of Women Entrepreneurs 4.2 Opportunities for Women becoming entrepreneur 4.3 Empowerment of Women Through Enterprise 4.4 Women Entrepreneurs in Semi-Urban & Rural Sector 4.5 Problems of Women Entrepreneurs	(08)	Lecture Method
5	Feb 2019	Unit 5 Project Report and Government Institutions 5.1 Project Report – Meaning, Importance 5.2 Format of Project Report 5.3 DIC, MIDC, MSFC, MSSIDC, MITCON, MCED, SIDBI, SISI, MUDRA	(10)	Lecture Method
6	Feb 2019	Unit 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 Aabasaheb Garware 6.4 Kiran Mazumdar Shaw 6.5 Chanda Kochar 6.6 Sudha Murty	(10)	Lecture & Question Answer Method


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Subject: Principles & Practices of Auditing

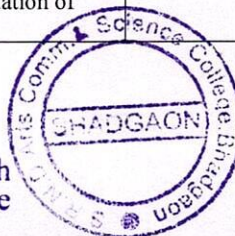
Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2018	Unit 1 Introduction of Audit :- Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit. – Advantages & limitations of audit – Relationship of Auditing with other subjects - Standards on Auditing (SAs) – Meaning, Scope of SAs.	(08)	PPT
2	July 2018	Unit 2 Errors, Frauds and Sampling Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors –Commission, Omission, Principle & Compensating- Types of Frauds, Risk of fraud & Errors in Audit-Auditors Duties & Responsibilities in respect of Errors &Frauds- Audit Sampling Meaning, purpose & factors in determining sample size	(08)	Lecture method
3	Aug 2018	Unit 3 Types of Audit Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R.audit & Information system audit	(08)	Lecture method
4	Aug 2018	Unit 4 Audit Program & Documentation Meaning, Nature, Scope & Objectives of Audit Program- Control of quality of Audit work – Delegation & supervision of Audit work- Audit Planning- Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working paper- Elementary study of SA 230 (Revised) "Audit Documentation".	(08)	Lecture method
5	Sep 2018	Unit 5 Audit Evidence Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation –direct confirmation – re-computation – analytical review techniques – representation by management –obtaining certificate-Elementary study of SA 500 (Revised) "Audit Evidence".	(08)	Lecture Method
6	Sep 2018	Unit 6 Vouching, Verification and Valuation a. Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching –voucher – material defects that disqualify a voucher – difference between vouching & Verification. b. Verification and valuation of assets & liabilities – Meaning & objects of verification and valuation – difference between verification and valuation – procedure of verification and valuation of assets & liabilities	(08)	Lecture Method

Sachin N. Hadoltikar
Head

Department of Commerce
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PRINCIPAL

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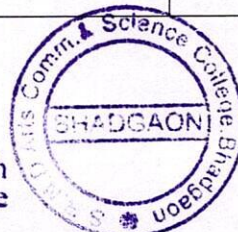
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Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2018	Unit 1 Investigation Meaning, nature and objectives of Investigation- Difference between Audi & Investigation- Investigation at the time of purchase of business , admission of a new partner , granting loan for detecting grants & Statutory Investigation	(08)	Lecture method
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4	Jan 2019	Unit 4 Audit of Limited Companies : Preliminaries to the Audit work of a Limited Company- Audit of share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by Companies – Audit of Debentures	(08)	Lecture & Question Answer
5	Feb 2019	Unit 5 Auditing in Computerized Information System (CIS) Environment Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit Software	(08)	Lecture method
6	Feb 2019	Unit 6 Audit Report : Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification	(08)	Lecture Method


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SAU. RAJANITAI NANASAHEB DESHMUKH
ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Income Tax

Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2018	Unit 1 Introduction of Income Tax Act 1961 and basic concepts a. Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income. b. Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax	(08)	Lecture Method
2	July 2018	Unit 2 Computation of Income from Salary a. Income from Salary - Salary, Allowances, perquisites and retirement benefits, Exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic) b. Allowances to be studied – HRA, Transport Allowance, Children Education Allowance, Medical allowance – c. Perquisite to be studied – Rent-free Accommodation d. Deduction on account of Professional Tax e. Practical problems on computation of salary income	(10)	Lecture method
3	Aug 2018	Unit 3 Computation of Income from House Property a. Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic) b. Computation of house-property income – Practical problems on computation of income from house property	(08)	Lecture Method
4	Aug 2018	Unit 4 Computation of Income from Other Sources a. Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs b. Computation of income from other sources - Practical problems on computation of income from other sources	(04)	Lecture method

Sachin N. Hadoltikar
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5	Sep 2018	Unit 5 Income from Profits and Gains of Business and Profession a. Meaning & Nature of Income from Business & Profession, Difference between Business & Profession – Expenses allowable and Expenses not allowable while computing income from business and profession. (Study of the sections relevant to the topic) b. Practical problems on computation of Income from Business c. Practical problems on computation of Income from profession of Doctors and Chartered Accountants only	(10)	Lecture method
6	Sep 2018	Unit 6 Computation of Taxable Income and Income tax of an Individual Assessee - a. Computation of Gross Total Income, Deductions under sections 80-C, 80-CCC, 80-CCD, 80CCD(1B), 80-D, 80-E, 80-G, 80-TTA b. Income tax slabs and rates for the Assessment year under study, including Education cess, Higher education cess, surcharge (in case applicable for the assessment year) c. Tax rebate under section 87-A d. Computation of Total Income and Income Tax of an Individual assessee.	(08)	Lecture method

[Signature]
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**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Soft Skills Development

Class : T.Y. B.com VI Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2018	Unit 1 Soft Skill 1.1 Meaning and importance 1.2 Types of soft skills 1.3 Understanding yourself: Self assessment through SWOT Analysis 1.4 Motivation: Need and Sources 1.5 Business Ethics and Etiquettes 1.6 Mobile phone etiquettes	(08)	Lecture method
2	Dec 2018	Unit 2 Time Management 2.1 Time management and its significance 2.2 Assessing your time management 2.3 Time Management Strategies and Tools 2.4 Activities Log, To-do lists, Action Programs, Multitasking, Efficient File Management 2.5 Planning in Advance: Prioritizing and Scheduling	(08)	Lecture method
3	Jan 2019	Unit 3 Stress Management 3.1 Concept of Stress 3.2 Causes of Stress 3.3 Symptoms of Stress 3.4 Strategies for Managing and Overcoming Stress	(08)	Lecture Method
4	Jan 2019	Unit 4 Problem Solving and Decision 4.1 Identifying and defining problems 4.2 Solving the problem Brainstorming 4.3 Thinking critically and creatively 4.4 Group decision making and problem solving 4.5 Negot	(08)	Lecture method
5	Feb 2019	Unit 5 Teamwork and Team Building 08 5.1 Concept of team, need and significance of team work 5.2 Team Management: Strategies and Tools 5.3 Conflict Resolution 5.4 Understanding the role of teams in organization 5.5 Leadership Skills: Concept, Types, Qualities and Functions 5.6 Professional Networking: Establishing, grooming and maintaining relationships	(08)	Lecture method
6	Feb 2019	Unit 6 Learning Skills 6.1 Concept of learning 6.2 Learning theories and models 6.4 Memorizing Techniques 6.5 Mind mapping: Taking notes effectively 6.6 Journaling (Writing Diary) for Professional development 6.7 Using ICT for efficient learning	(08)	Lecture & Question Answer


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**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com I Semester


Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2019	Unit 1 Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	(10)	PPT Lecture Method
2	July 2019	Unit 2 Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques	(10)	Lecture Method
3	Aug 2019	Unit 3 Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	(10)	Lecture Method
4	Aug 2019	Unit 4 Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work	(10)	Lecture Method
5	Sep 2019	Unit 5 Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	(10)	Lecture Method
6	Sep 2019	Unit 6 Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	(10)	Lecture Method


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BHADGAON DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

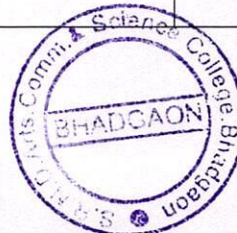
Subject: Modern Office Management


Class: F.Y. B.com II Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2019	<p style="text-align: center;">Unit 1 Office Organization</p> <p>1.1 Office Manager: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office</p>	(10)	PPT use
2	Dec 2019	<p style="text-align: center;">Unit 2 Office Services</p> <p>2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.</p>	(10)	Lecture method
3	Jan 2020	<p style="text-align: center;">Unit 3 Office Stationery and Supplies</p> <p>3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption</p>	(10)	Lecture method
4	Jan 2020	<p style="text-align: center;">Unit 4 Office Automation</p> <p>4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance</p>	(10)	Lecture method
5	Feb 2020	<p style="text-align: center;">Unit 5 Secretarial Procedure</p> <p>5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence</p>	(10)	Lecture method
6	Feb 2020	<p style="text-align: center;">Unit 6 Office Meeting</p> <p>6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting</p>	(10)	Lecture method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate Accounting

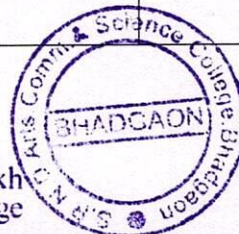
Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2019	Unit 1 Computerized Accounting Procedure Meaning, Objective, Significance, & Features of Computerized Accounting System- Application of accounting software Packages- Pre-packaged, Customized & Enterprise Resource Planning (ERP) accounting software.	(10)	PPT use
2	July 2019	Unit 2 Underwriting of shares Meaning & Definition Provisions regarding underwriting commission Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting, firm underwriting, Determination of Liability of underwriters. Accounting treatment Preparation of underwriter's statement, Accounting Entries & Relevant Ledgers	(10)	Lecture method.
3	Aug 2019	Unit 3 Issue of Equity Shares Provisions relating to issue of shares at par, at premium. - Accounting for issue of shares, full subscription, Under subscription, over subscription, Calls in Advance/ Calls in Arrears. Forfeiture and Re issue of forfeited shares. - Issue of shares in consideration other than cash. - Accounting Entries	(10)	Lecture method.
4	Aug 2019	Unit 4 Issue of Bonus shares Meaning and Definition Conditions for Bonus Issue Accounting Entries Conversion of partly paid shares into fully paid and Issue of fully paid Bonus shares	(10)	Lecture Method
5	Sep 2019	Unit 5 Redemption of Preference shares Meaning, statutory requirements of Redemption of Preference Shares, Procedure of redemption of Preference shares, Accounting Entries and disclosure in Balance Sheet.	(10)	Lecture Method
6	Sep 2019	Unit 6 Redemption of Debentures Accounting for Redemption Sinking Fund (Debenture Redemption Fund Method only) Accounting Entries and Relevant Ledgers	(10)	Lecture method

Sachin N. Hadoltikar
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BHADGAON DIST. JALGAON (424105)**

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Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate A/C

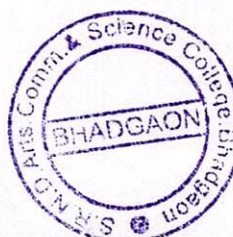
Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2019	Unit 1 Accounting Standards As 4 : Contingencies and Events occurring after the Balance Sheet Date. As 5 : Net Profit or Loss for the period, Prior Period Items and changes in Accounting Policies. As 29: Provisions, contingent Liabilities and Contingent Assets.	(10)	PPT
2	Dec 2019	Unit 2 Profits or Loss prior to Incorporation Meaning and Definition of Pre and Post Incorporation Profit Basis of Apportionment Calculation of Pre-Post Incorporation Profit / Loss. Treatment of Pre-Post Profit / Loss.	(10)	Lecture method
3	Jan 2020	Unit 3 Accounting for Buy Back of shares Meaning Provisions regarding Buy Back of shares Calculation of maximum number of shares Buy Back Accounting for Buy Back of shares (Simple examples)	(10)	Lecture method.
4	Jan 2020	Unit 4 Valuation of Goodwill Meaning & Nature of Goodwill – Need for Valuation of Goodwill –Methods of Valuation of Goodwill –Number of Years Purchase of Average Profits Method, Capitalization Method –Annuity Method– Super profit Method.	(10)	Lecture method.
5	Feb 2020	Unit 5 Valuation of Shares Meaning & Nature of Shares– Need for Valuation of Shares –Methods of valuation of Shares– Net Assets method, Yield method and Fair value method	(10)	Lecture method
6	Feb 2020	Unit 6 Final Account of Limited Company Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of Companies Act, 2013 Refer to As-1, AS-2, AS -6, AS-10 & AS-29.	(10)	Lecture Method

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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasahab Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Dec 2019	Unit 1 Business Entrepreneurship 1.1 Introduction, meaning, concepts, definition, Nature, Importance of Business Entrepreneurship 1.2 Characteristics of Business Entrepreneurship 1.3 Function of Business Entrepreneurship 1.4 Qualities of Business Entrepreneur 1.5 Distinction between an Entrepreneur and a manager	(10)	PPT
2	Dec 2019	Unit 2 Types of Entrepreneur 2.1 Classification of entrepreneurship on different basis 2.1.1 Based on the types of business 2.1.2 Based on ownership 2.1.3 Based on Gender 2.1.4 Based on the size of enterprise 2.1.5 Other categories of Entrepreneurs 2.1.6 Based on Clarence danhof classification - Innovative entrepreneurs - Imitative entrepreneurs - Fabian entrepreneurs - Drone entrepreneurs	(10)	Lecture method
3	Jan 2020	Unit 3 Identification of Business Opportunity 3.1 Steps for generating new Business Opportunity 3.2 Factors for evaluation business idea and opportunity 3.3 Sources of business product idea 3.4 Market Survey	(10)	Lecture method.
4	Jan 2020	Unit 4 Entrepreneurship Development programmes 4.1 Meaning of Entrepreneurship Development programmes 4.2 Objectives of EDP 4.3 Phases of EDP 4.4 Process of EDP 4.5 lesser known schemes for rural entrepreneurs 4.6 Importance of EDP 4.8 Methods of Training programme	(10)	Lecture method.
5	Feb 2020	Unit 5 Startup India 5.1 Introduction 5.2 Benefits to startups by Indian Government 5.3 Action plan key points of startup India 5.4 Features of Startup India Campaign 5.5 Challenges for Indian Startup 5.6 Opportunity for Indian Startup 5.7 Characteristic of Startups Entrepreneurship 5.8 Popular types of Startup companies from 2014 5.9 Exciting plans for Startups	(10)	Lecture Method
6	Feb 2020	Unit 6 .Stand up India 6.1 Introduction 6.2 Stand up India key features/ Objectives / Aims 6.3 Eligibility criteria under stand up India loan scheme 6.4 Important facts about stand up India scheme 6.5 Required documents under stand up India 6.6 Process for submission of loan applications 6.7 Ways the stand up India scheme could benefit aspiring women and SC/ST entrepreneurs 6.8 Stand up India Drawbacks /Disadvantages/ Issues/Challenges 6.9 Eligibility criteria under stand up India loan scheme	(10)	Lecture Method

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2019	Unit 1 Entrepreneurial development and Entrepreneurial Environment 1.1 Individual factors 1.2 Economic factors 1.3 Social factors 1.4 Psychological factors 1.5 other factors 1.6 Challenges before Indian entrepreneurs 1.7 Problems of Entrepreneurship	(10)	Lecture method
2	Dec 2019	Unit 2 Women Entrepreneur 2.1 Meaning, Introduction and concept of Women Entrepreneurship 2.2 Opportunities for women entrepreneurs 2.3 Empowerment of women through enterprise 2.4 Characteristics of women empowerment 2.5 Empowerment of women through entrepreneurship 2.6 Urban entrepreneurship benefits 2.7 Problems faced by women entrepreneurs in india 2.8 Schemes for women entrepreneurs in india 2.9 Government of india support for innovation and entrepreneurship in india 2.10 Women entrepreneur loan schemes in India	(10)	Lecture method
3	Jan 2020	Unit 3 . Project report and Government institution 3.1 Introduction, Meaning, Concept of Project report 3.2 Importance of Project Report 3.3 DIC, PMEGP, Seed Money Scheme, MIDC, MSFC, SIDBI, MUDRA Scheme ,Mahila udyamnidhi scheme 3.4 Subsidies declared by government for entrepreneur	(10)	Lecture Method
4	Jan 2020	Unit 4 Skill India 4.1 Introduction 4.2 Objectives, Features of skill India 4.3 Advantages of skill India 4.4 Skill India mission 4.5 Skilled covered by skill India 4.6 Entrepreneurship Development by skill India	(10)	Lecture method
5	Feb 2020	Unit 5 Make in India 5.1 Introduction 5.2 Make in India – Importance of operation management 5.3 Make in India Advantages and Disadvantages 5.4 Make in India scheme 5.5 Make in India benefit of Entrepreneurs. 5.6 Make in India initiative.	(10)	Lecture Method
6	Feb 2020	Unit 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 AabasahebGarware 6.4 KiranMazumdar Shaw 6.5 Narayan Murty 6.6 C. K. Prahald (Coimbatore KishnaraoPrahald) 6.7 Naveen Jindal 6.8 MalikaShrivasan 6.9 ShudhaMurty 6.10Azim Premji	(10)	Lecture method

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Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Principles & Practices of Auditing

Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	July 2019	Unit 1 Introduction of Audit :- Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit. – Advantages & limitations of audit – Relationship of Auditing with other subjects - Standards on Auditing (SAs) – Meaning, Scope of SAs.	(08)	PPT
2	July 2019	Unit 2 Errors, Frauds and Sampling Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors –Commission, Omission, Principle & Compensating- Types of Frauds, Risk of fraud & Errors in Audit-Auditors Duties & Responsibilities in respect of Errors &Frauds- Audit Sampling Meaning, purpose & factors in determining sample size	(08)	Lecture method & Question Answer
3	Aug 2019	Unit 3 Types of Audit Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R.audit & Information system audit	(08)	Lecture method
4	Aug 2019	Unit 4 Audit Program & Documentation Meaning, Nature, Scope & Objectives of Audit Program- Control of quality of Audit work – Delegation & supervision of Audit work- Audit Planning- Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working paper- Elementary study of SA 230 (Revised) "Audit Documentation".	(08)	Lecture method
5	Sep 2019	Unit 5 Audit Evidence Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation –direct confirmation – re-computation – analytical review techniques – representation by management –obtaining certificate-Elementary study of SA 500 (Revised) "Audit Evidence".	(08)	Lecture method
6	Sep 2019	Unit 6 Vouching, Verification and Valuation a. Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching & Verification. b. Verification and valuation of assets & liabilities – Meaning & objects of verification and valuation – difference between verification and valuation – procedure of verification and valuation of assets & liabilities	(08)	Lecture method

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Subject: Principles & Practices of Auditing

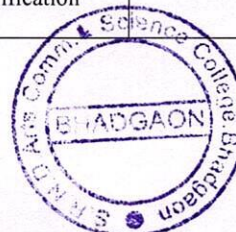
Class: T.Y. B.com VI Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2019	Unit 1 Investigation Meaning, nature and objectives of Investigation- Difference between Audi & Investigation- Investigation at the time of purchase of business , admission of a new partner , granting loan for detecting grants & Statutory Investigation	(08)	PPT
2	Dec 2019	Unit 2 Evaluation of Internal Control & Internal Check :- a. Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control- Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control b. Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking- Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”.	(08)	Lecture Method
3	Jan 2020	Unit 3 Company Auditor Provisions regarding qualifications, disqualifications, appointment & removal of auditor as per the companies Act, 2013 – Rights/Powers, duties and liabilities and remuneration of company auditor – professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee	(08)	Lecture Method
4	Jan 2020	Unit 4 Audit of Limited Companies : Preliminaries to the Audit work of a Limited Company- Audit of share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by Companies – Audit of Debentures	(08)	Lecture Method
5	Feb 2020	Unit 5 Auditing in Computerized Information System (CIS) Environment Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – Computer frauds and computer virus – Concept of audit Software	(08)	Lecture Method
6	Feb 2020	Unit 6 Audit Report : Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion - Distinction between reports and certificates – notes on accounts - distinction between notes and qualification	(08)	Lecture Method

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Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher : Dr. Sachin N. Hadoltikar

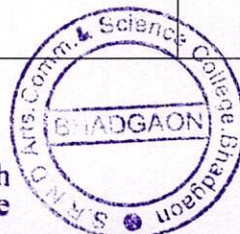
Subject: Income Tax

Class : T.Y. B.com V Semester

Total Lectures 48


Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	July 2019	<p style="text-align: center;">Unit 1 Introduction of Income Tax Act 1961 and basic concepts</p> <p>a. Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income.</p> <p>b. Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax</p>	(08)	PPT
2	July 2019	<p style="text-align: center;">Unit 2 Computation of Income from Salary</p> <p>a. Income from Salary - Salary, Allowances, perquisites and retirement benefits, Exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic)</p> <p>b. Allowances to be studied – HRA, Transport Allowance, Children Education Allowance, Medical allowance –</p> <p>c. Perquisite to be studied – Rent-free Accommodation</p> <p>d. Deduction on account of Professional Tax</p> <p>e. Practical problems on computation of salary income</p>	(10)	Lecture method
3	Aug 2019	<p style="text-align: center;">Unit 3 Computation of Income from House Property</p> <p>a. Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic)</p> <p>b. Computation of house-property income – Practical problems on computation of income from house property</p>	(08)	Lecture method
4	Aug 2019	<p style="text-align: center;">Unit 4 Computation of Income from Other Sources</p> <p>a. Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs</p> <p>b. Computation of income from other sources - Practical problems on computation of income from other sources</p>	(04)	Lecture method

Sachin N. Hadoltikar
Head
Department of Commerce
Sau. Rajanitai Nanasahab Deshmukh
Arts, Commerce & Science College
Bhadgaon, Dist. Jalgaon.



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5	Sep 2019	<p align="center">Unit 5 Income from Profits and Gains of Business and Profession</p> <p>a. Meaning & Nature of Income from Business & Profession, Difference between Business & Profession – Expenses allowable and Expenses not allowable while computing income from business and profession. (Study of the sections relevant to the topic)</p> <p>b. Practical problems on computation of Income from Business</p> <p>c. Practical problems on computation of Income from profession of Doctors and Chartered Accountants only</p>	(10)	Lecture method
6	Sep 2019	<p align="center">Unit 6 Computation of Taxable Income and Income tax of an Individual Assessee -</p> <p>a. Computation of Gross Total Income, Deductions under sections 80-C, 80-CCC, 80-CCD, 80CCD(1B), 80-D, 80-E, 80-G, 80-TTA</p> <p>b. Income tax slabs and rates for the Assessment year under study, including Education cess, Higher education cess, surcharge (in case applicable for the assessment year)</p> <p>c. Tax rebate under section 87-A</p> <p>d. Computation of Total Income and Income Tax of an Individual assessee.</p>	(08)	Lecture method


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 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424105)

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Sau. Rajanitai Nanasaheb Deshmukh Arts,
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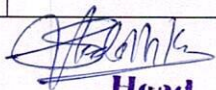
Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Soft Skills Development

Class: T.Y. B.com VI Semester

Total Lectures 48

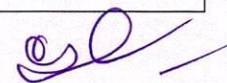
Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Dec 2019	Unit-1 Soft Skills 1.1 Meaning and importance 1.2 Types of soft skills 1.3 Understanding yourself: Self-assessment through SWOT Analysis 1.4 Motivation: Need and Sources 1.5 Business Ethics and Etiquettes 1.6 Mobile phone etiquettes	(08)	Lecture method
2	Dec 2019	Unit 2 Time Management 2.1 Time management and its significance 2.2 Assessing your time management 2.3 Time Management Strategies and Tools 2.4 Activities Log, To-do lists, Action Programs, Multitasking, Efficient File Management 2.5 Planning in Advance: Prioritizing and Scheduling	(08)	Lecture method
3	Jan 2020	Unit 3 Stress Management 3.1 Concept of Stress 3.2 Causes of Stress 3.3 Symptoms of Stress 3.4 Strategies for Managing and Overcoming Stress	(08)	Lecture method
4	Jan 2020	Unit 4 Problem Solving and Decision 4.1 Identifying and defining problems 4.2 Solving the problem Brainstorming 4.3 Thinking critically and creatively 4.4 Group decision making and problem solving 4.5 Negot	(08)	Question Answer & Lecture method
5	Feb 2020	Unit 5 Teamwork and Team Building 5.1 Concept of team, need and significance of team work 5.2 Team Management: Strategies and Tools 5.3 Conflict Resolution 5.4 Understanding the role of teams in organization 5.5 Leadership Skills: Concept, Types, Qualities and Functions 5.6 Professional Networking: Establishing, grooming and maintaining relationships	(08)	Lecture method
6	Feb 2020	Unit 6 Learning Skills 6.1 Concept of learning 6.2 Learning theories and models 6.4 Memorizing Techniques 6.5 Mind mapping: Taking notes effectively 6.6 Journaling (Writing Diary) for Professional development 6.7 Using ICT for efficient learning	(08)	Lecture method



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BHADGAON DIST. JALGAON (424105)**

**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com I Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Nov 2020	Unit 1 Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	(10)	PPT
2	Nov 2020	Unit 2 Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques	(10)	Lecture Method
3	Dec 2020	Unit 3 Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	(10)	Lecture Method
4	Dec 2020	Unit 4 Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work	(10)	Lecture Method
5	Jan 2021	Unit 5 Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	(10)	Lecture Method
6	Jan 2021	Unit 6 Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	(10)	Lecture Method


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Sau. Rajanitai Nanasaheb Deshmukh
Arts, Commerce & Science College
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BHADGAON DIST. JALGAON (424105)

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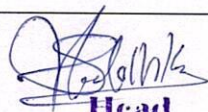
Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com II Semester

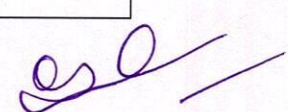
Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Mar 2021	<p style="text-align: center;">Unit 1 Office Organization</p> <p>1.1 Office Manager: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office</p>	(10)	Lecture Method PPT
2	Mar 2021	<p style="text-align: center;">Unit 2 Office Services</p> <p>2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.</p>	(10)	Lecture Method
3	April 2021	<p style="text-align: center;">Unit 3 Office Stationery and Supplies</p> <p>3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption</p>	(10)	Lecture Method
4	April 2021	<p style="text-align: center;">Unit 4 Office Automation</p> <p>4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance</p>	(10)	Lecture method
5	May 2021	<p style="text-align: center;">Unit 5 Secretarial Procedure</p> <p>5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence</p>	(10)	Lecture method
6	May 2021	<p style="text-align: center;">Unit 6 Office Meeting</p> <p>6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting</p>	(10)	Lecture method


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BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
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Name of the Teacher: Dr. Sachin N. Hadoltikar

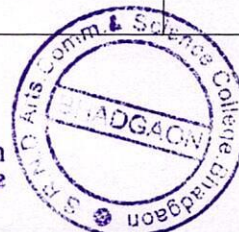
Subject: Corporate Accounting

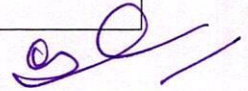
Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	Unit 1 Computerized Accounting Procedure Meaning, Objective, Significance, & Features of Computerized Accounting System- Application of accounting software Packages- Pre-packaged, Customized & Enterprise Resource Planning (ERP) accounting software.	(10)	PPT
2	Oct 2020	Unit 2 Underwriting of shares Meaning & Definition Provisions regarding underwriting commission Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting, firm underwriting, Determination of Liability of underwriters. Accounting treatment Preparation of underwriter's statement, Accounting Entries & Relevant Ledgers	(10)	Lecture method
3	Nov 2020	Unit 3 Issue of Equity Shares Provisions relating to issue of shares at par, at premium. - Accounting for issue of shares, full subscription, Under subscription, over subscription, Calls in Advance/ Calls in Arrears. Forfeiture and Re issue of forfeited shares. - Issue of shares in consideration other than cash. - Accounting Entries	(10)	Lecture method
4	Nov 2020	Unit 4 Issue of Bonus shares Meaning and Definition Conditions for Bonus Issue Accounting Entries Conversion of partly paid shares into fully paid and Issue of fully paid Bonus shares	(10)	Lecture Method
5	Dec 2020	Unit 5 Redemption of Preference shares Meaning, statutory requirements of Redemption of Preference Shares, Procedure of redemption of Preference shares, Accounting Entries and disclosure in Balance Sheet.	(10)	Lecture Method
6	Dec 2020	Unit 6 Redemption of Debentures Accounting for Redemption Sinking Fund (Debenture Redemption Fund Method only) Accounting Entries and Relevant Ledgers	(10)	Lecture Method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate A/C

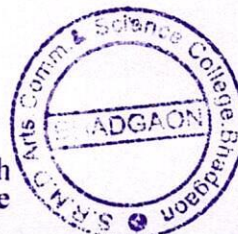
Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Feb 2021	Unit 1 Accounting Standards As 4 : Contingencies and Events occurring after the Balance Sheet Date. As 5 : Net Profit or Loss for the period, Prior Period Items and changes in Accounting Policies. As 29: Provisions, contingent Liabilities and Contingent Assets.	(10)	PPT
2	Feb 2021	Unit 2 Profits or Loss prior to Incorporation Meaning and Definition of Pre and Post Incorporation Profit Basis of Apportionment Calculation of Pre-Post Incorporation Profit / Loss. Treatment of Pre-Post Profit / Loss.	(10)	Lecture method
3	Mar 2021	Unit 3 Accounting for Buy Back of shares Meaning Provisions regarding Buy Back of shares Calculation of maximum number of shares Buy Back Accounting for Buy Back of shares (Simple examples)	(10)	Lecture method
4	Mar 2021	Unit 4 Valuation of Goodwill Meaning & Nature of Goodwill – Need for Valuation of Goodwill –Methods of Valuation of Goodwill – Number of Years Purchase of Average Profits Method, Capitalization Method –Annuity Method– Super profit Method.	(10)	Question Answer & Lecture
5	April 2021	Unit 5 Valuation of Shares Meaning & Nature of Shares– Need for Valuation of Shares –Methods of valuation of Shares– Net Assets method, Yield method and Fair value method	(10)	Lecture
6	April 2021	Unit 6 Final Account of Limited Company Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of CompaniesAct,2013 Refer to As-1,AS-2,AS -6,AS-10&AS-29.	(10)	Lecture

Sachin N. Hadoltikar
Head

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Arts, Commerce & Science College
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PRINCIPAL

SAU RAJANITAI NANASAHAB DESHMUKH
ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	Unit 1 Business Entrepreneurship 1.1 Introduction, meaning, concepts, definition, Nature, Importance of Business Entrepreneurship 1.2 Characteristics of Business Entrepreneurship 1.3 Function of Business Entrepreneurship 1.4 Qualities of Business Entrepreneur 1.5 Distinction between an Entrepreneur and a manager	(10)	PPT
2	Sep 2020	Unit 2 Types of Entrepreneur 2.1 Classification of entrepreneurship on different basis 2.1.1 Based on the types of business 2.1.2 Based on ownership 2.1.3 Based on Gender 2.1.4 Based on the size of enterprise 2.1.5 Other categories of Entrepreneurs 2.1.6 Based on Clarence danhof classification - Innovative entrepreneurs - Imitative entrepreneurs - Fabian entrepreneurs - Drone entrepreneurs	(10)	Lecture Method
3	Oct 2020	Unit 3 Identification of Business Opportunity 3.1 Steps for generating new Business Opportunity 3.2 Factors for evaluation business idea and opportunity 3.3 Sources of business product idea 3.4 Market Survey	(10)	Lecture Method
4	Oct 2020	Unit 4 Entrepreneurship Development programmes 4.1 Meaning of Entrepreneurship Development programmes 4.2 Objectives of EDP 4.3 Phases of EDP 4.4 Process of EDP 4.5 lesser known schemes for rural entrepreneurs 4.6 Importance of EDP 4.8 Methods of Training programme	(10)	Lecture Method
5	Nov 2020	Unit 5 Startup India 5.1 Introduction 5.2 Benefits to startups by Indian Government 5.3 Action plan key points of startup India 5.4 Features of Startup India Campaign 5.5 Challenges for Indian Startup 5.6 Opportunity for Indian Startup 5.7 Characteristic of Startups Entrepreneurship 5.8 Popular types of Startup companies from 2014 5.9 Exciting plans for Startups	(10)	Lecture Method
6	Dec 2020	Unit 6 .Stand up India 6.1 Introduction 6.2 Stand up India key features/ Objectives / Aims 6.3 Eligibility criteria under stand up India loan scheme 6.4 Important facts about stand up India scheme 6.5 Required documents under stand up India 6.6 Process for submission of loan applications 6.7 Ways the stand up India scheme could benefit aspiring women and SC/ST entrepreneurs 6.8 Stand up India Drawbacks /Disadvantages/ Issues/Challenges 6.9 Eligibility criteria under stand up India loan scheme	(10)	Lecture Method


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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit 1 Entrepreneurial development and Entrepreneurial Environment 1.1 Individual factors 1.2 Economic factors 1.3 Social factors 1.4 Psychological factors 1.5 other factors 1.6 Challenges before Indian entrepreneurs 1.7 Problems of Entrepreneurship	(10)	Lecture & method
2	Feb 2021	Unit 2 Women Entrepreneur 2.1 Meaning, Introduction and concept of Women Entrepreneurship 2.2 Opportunities for women entrepreneurs 2.3 Empowerment of women through enterprise 2.4 Characteristics of women empowerment 2.5 Empowerment of women through entrepreneurship 2.6 Urban entrepreneurship benefits 2.7 Problems faced by women entrepreneurs in india 2.8 Schemes for women entrepreneurs in india 2.9 Government of india support for innovation and entrepreneurship in india 2.10 Women entrepreneur loan schemes in India	(10)	Lecture Method
3	Mar 2021	Unit 3 . Project report and Government institution 3.1 Introduction, Meaning, Concept of Project report 3.2 Importance of Project Report 3.3 DIC, PMEGP, Seed Money Scheme, MIDC, MSFC, SIDBI, MUDRA Scheme ,Mahila udyamnidhi scheme 3.4 Subsidies declared by government for entrepreneur	(10)	Lecture method
4	Mar 2021	Unit 4 Skill India 4.1 Introduction 4.2 Objectives, Features of skill India 4.3 Advantages of skill India 4.4 Skill India mission 4.5 Skilled covered by skill India 4.6 Entrepreneurship Development by skill India	(10)	Lecture Method
5	April 2021	Unit 5 Make in India 5.1 Introduction 5.2 Make in India – Importance of operation management 5.3 Make in India Advantages and Disadvantages 5.4 Make in India scheme 5.5 Make in India benefit of Entrepreneurs. 5.6 Make in India initiative.	(10)	Lecture Method
6	April 2021	Unit 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 AabasahebGarware 6.4 KiranMazumdar Shaw 6.5 Narayan Murty 6.6 C. K. Prahalad (Coimbatore Kishnaraoprahalad) 6.7 Naveen Jindal 6.8 MalikaShrivasan 6.9 ShudhaMurty 6.10Azim Premji	(10)	Lecture method


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Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Principles & Practices of Auditing

Class : T.Y. B.com V Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Sep 2020	Unit 1 Introduction of Audit :- a) Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit; Advantages and limitations of audit – Relationship of Auditing with other subjects b) Standards on Auditing (SAs) – Meaning, Scope of SAs. Elementary study of SA 200 (Revised) 'Overall Objectives of the Independent Auditor and the conduct of an audit in accordance with Standards on Auditing'	(10)	PPT
2	Sep 2020	Unit 2 Errors, Frauds and Sampling Errors , Frauds and Sampling - a) Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors – Types of Frauds; Risk of fraud & Errors in Audit- Auditors Duties & Responsibilities in respect of Errors and Frauds b) Audit Sampling- Meaning, purpose & factors in determining sample size	(10)	Lecture method
3	Oct 2020	Unit 3 Types of Audit Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R.audit & Information system audit	(10)	Lecture Method
4	Nov 2020	Unit 4 Audit Program & Documentation a) Meaning, Nature, Scope & Objectives of Audit Programme- Control of quality of Audit work – Delegation & supervision of Audit work - Audit Planning b) Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working paper c) Elementary study of SA 230 (Revised) "Audit Documentation".	(10)	Lecture method
5	Dec 2020	Unit 5 Audit Evidence a) Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation – direct confirmation – re-computation – analytical review techniques – representation by management – obtaining certificate b) Elementary study of SA 500 (Revised) "Audit Evidence"	(10)	Lecture method
6	Dec 2020	Unit 6 Vouching, Verification and Valuation a) Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching & Verification. b) Verification and valuation of assets & liabilities – Meaning & objects of verification and valuation – difference between verification and valuation c) Procedure of verification and valuation of assets & liabilities.	(10)	Lecture method

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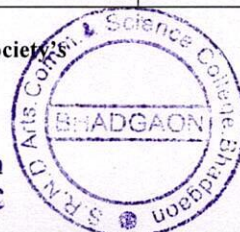
Subject: Principles & Practices of Auditing

Class: T.Y. B.com VI Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit 1 Investigation a) Meaning, nature and objectives of Investigation- Difference between Audi and Investigation b) Investigation at the time of (i) purchase of business; (ii) admission of a new partner; (iii) granting loan (iv) detecting frauds, and (v) Statutory Investigation.	(10)	PPT
2	Feb 2021	Unit 2 Evaluation of Internal Control & Internal Check :- a) Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control b) Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking c) Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”.	(10)	Lecture Method
3	Mar 2021	Unit 3 Company Auditor a) Provisions regarding qualifications, disqualifications, appointment and removal of auditor as per the companies Act, 2013 b) Rights/Powers, duties and liabilities and remuneration of company auditor – 10 c) Professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee	(10)	Lecture Method
4	Mar 2021	Unit 4 Audit of Limited Companies : a) Preliminaries to the Audit work of a Limited Company b) Audit of Share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by companies c) Audit of Debentures issued by companies	(10)	Lecture method
5	April 2021	Unit 5 Auditing in Computerized Information System (CIS) Environment a) Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – b) Computer frauds and computer virus – Concept of audit Software	(10)	Lecture Method
6	April 2021	Unit 6 Audit Report : a) Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion – b) Distinction between reports and certificates – notes on accounts - distinction between notes and qualification .	(10)	Lecture Method


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 BHADGAON DIST. JALGAON (424105)

**Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Income Tax

Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	<p>Unit 1 Introduction of Income Tax Act 1961 and basic concepts</p> <p>1.1 Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income.</p> <p>1.2 Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax</p>	(08)	PPT
2	Sep 2020	<p>Unit 2 Other Provisions and Amendments (Theory Only)</p> <p>2.1 Deductions under sections 80C, 80CCD, 80CCD(1B), 80D, 80E, 80G, 80U, 80TTA</p> <p>2.2 Income Tax Slabs and Rates for the Assessment year under study, including Health and Education Cess, Surcharge (in case applicable for the assessment year)</p> <p>2.3 Tax Rebate Under Section 87-A 2.4 Provisions for Advance Tax and T.D.S.</p>	(08)	Lecture Method
3	Oct 2020	<p>Unit 3 Income from Salary (Theory and Problem)</p> <p>3.1 Income from Salary - Meaning of Salary, Characteristics of Salary, Basis of Charge, Allowances, perquisites and retirement benefits, exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic)</p> <p>3.2 Allowances to be studied - HRA, Conveyance Allowance, Transport Allowance, Children Education Allowance, Children Hostel Allowance, Medical allowance.</p> <p>3.3 Perquisite to be studied – Rent-free Accommodation, Education Facilities, Medical Facilities</p> <p>3.4 Deduction Under Section 16</p> <p>3.5 Practical problems on computation of salary income</p>	(12)	Lecture Method
4	Nov 2020	<p>Unit 4 Income from House Property (Theory and Problem)</p> <p>4.1 Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic)</p> <p>4.2 Interest attributable to period prior to construction/acquisition. 4.3 Computation of house-property income – Practical problems on computation of income from house property.</p>	(12)	Lecture method

Sachin N. Hadoltikar
Head

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5	Dec 2020	Unit 5 Income from Business and Profession (Theory and Problem) 5.1 Meaning & Nature of Income from Business & Profession, Difference between Business & Profession - Expenses allowable and Expenses not allowable while computing income from business and profession. (Study of the sections relevant to the topic) 5.2 Practical problems on computation of Income from Business 5.3 Practical problems on computation of Income from profession of Doctors and Chartered Accountants only	(12)	Lecture Method
6	Dec 2020	Unit 6 Income from Other Sources (Theory and Problem) 6.1 Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs, Family Pension, Dividend Income 6.2 Computation of income from other sources - Practical problems on computation of income from other sources.	(08)	Lecture Method

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 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasahab Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Goods & Services Tax (GST)

Class: T.Y. B.com VI Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit-1 Basics Framework of GST and Important Definitions under CGST Act 1.1 History of Goods and Services Tax in World and in India 1.2 Merits and Demerits of GST 1.3 Types of GST 1.4 Role of GST Council 1.5 Important Definitions: Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, InterState and Intra-State Supply of Goods and Services, Invoice and Tax Invoice, Taxable Supply and Non-Taxable Supply	(10)	PPT
2	Feb 2021	Unit 2 Time & Value of Supply and levy of GST 2.1 Meaning and Scope of supply (Section 7) 2.2 Time of Supply of Goods and Services (Basic Concepts) 2.3 Value of Supply of Goods and Services (Basic Concepts) 2.4 Composition levy (Section 10) 2.5 Exemption from Tax	(10)	Lecture method
3	Mar 2021	Unit 3 Registration under GST 3.1 Persons liable for Registration, Persons not liable for registration 3.2 Compulsory Registration, Exemption 3.3 Procedure for Registration, Deemed Registration 3.4 Cancellation of Registration	(10)	Lecture method
4	Mar 2021	Unit 4 Maintenance of Records and Input Tax Credit 4.1 Tax Invoice, time of issue of tax invoice (Rule 46 to 55) 4.2 Issue of debit note, issue of credit note 4.3 Types of Electronic Ledgers 4.4 E-way Bill- Concept, forms and E-way bill Generation 4.5 Input Tax Credit –Concept and Set off of Input Tax against Output Tax on Supply	(10)	Lecture method
5	April 2021	Unit 5 Returns and Payments under GST 5.1 Types of Returns and Furnishing of Returns 5.2 Annual Return 5.3 Payment of Tax, Interest and Penalty 3 5.4 Interest on delayed payment of tax	(10)	Lecture method
6	April 2021	Unit 6 Offences and Penalties 6.1 General Principles for imposing /not imposing penalties 6.2 Penalties for Offences under Section 122 of CGST Act. 6.3 General Penalties 6.7 Using ICT for efficient learning	(10)	Lecture method


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BHADGAON DIST. JALGAON (424105)**

**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

Class: F.Y. B.com I Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Nov 2020	Unit 1 Modern Office 1.1 Office: Meaning, Definition and Features 1.2 Traditional and Modern Concept of Office 1.3 Characteristics and Functions of Office 1.4 Changing Office View: Past, Present & Future	(10)	PPT
2	Nov 2020	Unit 2 Office Management 2.1 Concept, Definition and Nature 2.2 Elements of Office Management 2.3 Office Manager: Functions, Duties and Responsibilities 2.4 Effective Management Techniques	(10)	Lecture method
3	Dec 2020	Unit 3 Office Layout 3.1 Meaning, Definition and Importance 3.2 Selection of Office Layout: Objectives and Principles 3.3 Office Layout: Component, Advantages and Disadvantages	(10)	Lecture method
4	Dec 2020	Unit 4 Office System and Procedure 4.1 Office System: Meaning and Objective of system & Procedure 4.2 Flow of Work: Objective, Difficulties in ideal work flow 4.3 Measures to improve the flow of Work 4.4. Planning and Scheduling of Office Work	(10)	Lecture method
5	Jan 2021	Unit 5 Office Environment 5.1 Meaning, Definition and Nature 5.2 Factors of good office environment 5.3 Importance of office environment 5.4 Office safety and Remedies	(10)	Lecture method
6	Jan 2021	Unit 6 Office Record Management 6.1 Meaning, Definition, Need, Objective of Office Record 6.2 Organization of Record department 6.3 Classification & Indexing of Records & Files 6.4 Principles – Retention & Disposition of Record 6.5 Paperless Office – Concept, Utility & Feasibility.	(10)	Lecture method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Modern Office Management

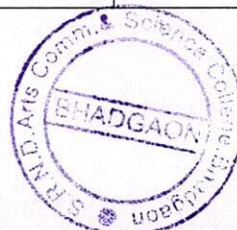
Class: F.Y. B.com II Semester

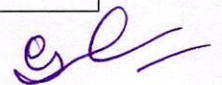
Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Mar 2021	Unit 1 Office Organization 1.1 Office Manager: Role, Function, Duties and Responsibilities, Position and Status of Office Manager 1.2 Office Employees: Types, Qualities, Recruitment, Training 1.3 Office Enquiries – Procedure – Reparation of Confidential Report 1.4 Public Relation Function in office	(10)	PPT
2	Mar 2021	Unit 2 Office Services 2.1 Meaning, Types & Advantages 2.2. Office Services 2.3 Office Forms – Objectives, Advantages, Types of Forms, Control and Standardization of Form 2.4. Modern Mail Services: Mailing Department, Courier Service, Speed Post, Fax, Tag, Email: Need, Importance, Difficulties.	(10)	Lecture method
3	April 2021	Unit 3 Office Stationery and Supplies 3.1 Need & Importance of Stationery 3.2 Essentials of good System of Regulating Stationery Purchases 3.3 Standardization – Issue of Stationery 3.4 Regulating Stationery Consumption	(10)	Lecture method
4	April 2021	Unit 4 Office Automation 4.1 Need, Importance, Scope of Office Automation 4.2 Different Types of Office Appliances and machines used in office 4.3 Computerization of Office activities: LAN, WAN, Video Conferencing 4.4 Maintenance of Records: Pay Roll, Accounting Inventory Statement, Preparation of Financial Report, Leave accounting & Attendance	(10)	Lecture method
5	May 2021	Unit 5 Secretarial Procedure 5.1 Role of Secretary – Duties and Various activities 5.2 Qualities, Qualification of Secretary 5.3 Secretarial Correspondence, Types of Correspondence 5.4 Principles of effective correspondence	(10)	Lecture method
6	May 2021	Unit 6 Office Meeting 6.1 Meaning, Definition, Importance 6.2 Purposes and Types of Meetings 6.3 Meeting, Essentials of Valid meeting & drafting notices, Agenda & Minutes 6.4 Factors of Successful meeting	(10)	Lecture method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)**

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Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate Accounting

Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	Unit 1 Computerized Accounting Procedure Meaning, Objective, Significance, & Features of Computerized Accounting System- Application of accounting software Packages- Pre-packaged, Customized & Enterprise Resource Planning (ERP) accounting software.	(10)	PPT
2	Oct 2020	Unit 2 Underwriting of shares Meaning & Definition Provisions regarding underwriting commission Terms used in underwriting marked applications, unmarked applications, full underwriting, Partial underwriting, Sole underwriting, Joint underwriting, firm underwriting, Determination of Liability of underwriters. Accounting treatment Preparation of underwriter's statement, Accounting Entries & Relevant Ledgers	(10)	Lecture Method
3	Nov 2020	Unit 3 Issue of Equity Shares Provisions relating to issue of shares at par, at premium. - Accounting for issue of shares, full subscription, Under subscription, over subscription, Calls in Advance/ Calls in Arrears. Forfeiture and Re issue of forfeited shares. - Issue of shares in consideration other than cash. - Accounting Entries	(10)	Lecture Method
4	Nov 2020	Unit 4 Issue of Bonus shares Meaning and Definition Conditions for Bonus Issue Accounting Entries Conversion of partly paid shares into fully paid and Issue of fully paid Bonus shares	(10)	Lecture method
5	Dec 2020	Unit 5 Redemption of Preference shares Meaning, statutory requirements of Redemption of Preference Shares, Procedure of redemption of Preference shares, Accounting Entries and disclosure in Balance Sheet.	(10)	Lecture method
6	Dec 2020	Unit 6 Redemption of Debentures Accounting for Redemption Sinking Fund (Debenture Redemption Fund Method only) Accounting Entries and Relevant Ledgers	(10)	Lecture method


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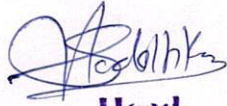
Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Corporate A/C

Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Feb 2021	Unit 1 Accounting Standards As 4 : Contingencies and Events occurring after the Balance Sheet Date. As 5 : Net Profit or Loss for the period, Prior Period Items and changes in Accounting Policies. As 29: Provisions, contingent Liabilities and Contingent Assets.	(10)	PPT
2	Feb 2021	Unit 2 Profits or Loss prior to Incorporation Meaning and Definition of Pre and Post Incorporation Profit Basis of Apportionment Calculation of Pre-Post Incorporation Profit / Loss. Treatment of Pre-Post Profit / Loss.	(10)	Lecture method
3	Mar 2021	Unit 3 Accounting for Buy Back of shares Meaning Provisions regarding Buy Back of shares Calculation of maximum number of shares Buy Back Accounting for Buy Back of shares (Simple examples)	(10)	Lecture method
4	Mar 2021	Unit 4 Valuation of Goodwill Meaning & Nature of Goodwill – Need for Valuation of Goodwill –Methods of Valuation of Goodwill – Number of Years Purchase of Average Profits Method, Capitalization Method –Annuity Method– Super profit Method.	(10)	Lecture method
5	April 2021	Unit 5 Valuation of Shares Meaning & Nature of Shares– Need for Valuation of Shares –Methods of valuation of Shares– Net Assets method, Yield method and Fair value method	(10)	Lecture method
6	April 2021	Unit 6 Final Account of Limited Company Preparation and presentation of final accounts of Joints Stock Companies as per schedule III of Companies Act, 2013 Refer to As-1, AS-2, AS -6, AS-10 & AS-29.	(10)	Lecture method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

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Commerce and Science College, Bhadgaon Dist Jalgaon**


Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

Class: S.Y. B.com III Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	Unit 1 Business Entrepreneurship 1.1 Introduction, meaning, concepts, definition, Nature, Importance of Business Entrepreneurship 1.2 Characteristics of Business Entrepreneurship 1.3 Function of Business Entrepreneurship 1.4 Qualities of Business Entrepreneur 1.5 Distinction between an Entrepreneur and a manager	(10)	PPT
2	Sep 2020	Unit 2 Types of Entrepreneur 2.1 Classification of entrepreneurship on different basis 2.1.1 Based on the types of business 2.1.2 Based on ownership 2.1.3 Based on Gender 2.1.4 Based on the size of enterprise 2.1.5 Other categories of Entrepreneurs 2.1.6 Based on Clarence danhof classification - Innovative entrepreneurs - Imitative entrepreneurs - Fabian entrepreneurs - Drone entrepreneurs	(10)	Lecture Method
3	Oct 2020	Unit 3 Identification of Business Opportunity 3.1 Steps for generating new Business Opportunity 3.2 Factors for evaluation business idea and opportunity 3.3 Sources of business product idea 3.4 Market Survey	(10)	Lecture method
4	Oct 2020	Unit 4 Entrepreneurship Development programmes 4.1 Meaning of Entrepreneurship Development programmes 4.2 Objectives of EDP 4.3 Phases of EDP 4.4 Process of EDP 4.5 lesser known schemes for rural entrepreneurs 4.6 Importance of EDP 4.8 Methods of Training programme	(10)	Lecture method
5	Nov 2020	Unit 5 Startup India 5.1 Introduction 5.2 Benefits to startups by Indian Government 5.3 Action plan key points of startup India 5.4 Features of Startup India Campaign 5.5 Challenges for Indian Startup 5.6 Opportunity for Indian Startup 5.7 Characteristic of Startups Entrepreneurship 5.8 Popular types of Startup companies from 2014 5.9 Exciting plans for Startups	(10)	Lecture Method
6	Dec 2020	Unit 6 .Stand up India 6.1 Introduction 6.2 Stand up India key features/ Objectives / Aims 6.3 Eligibility criteria under stand up India loan scheme 6.4 Important facts about stand up India scheme 6.5 Required documents under stand up India 6.6 Process for submission of loan applications 6.7 Ways the stand up India scheme could benefit aspiring women and SC/ST entrepreneurs 6.8 Stand up India Drawbacks /Disadvantages/ Issues/Challenges 6.9 Eligibility criteria under stand up India loan scheme	(10)	Lecture Method


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BHADGAON DIST. JALGAON (424105)

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Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: Business Entrepreneurship

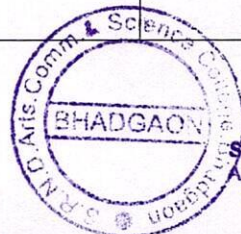
Class: S.Y. B.com IV Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit 1 Entrepreneurial development and Entrepreneurial Environment 1.1 Individual factors 1.2 Economic factors 1.3 Social factors 1.4 Psychological factors 1.5 other factors 1.6 Challenges before Indian entrepreneurs 1.7 Problems of Entrepreneurship	(10)	Lecture Method
2	Feb 2021	Unit 2 Women Entrepreneur 2.1 Meaning, Introduction and concept of Women Entrepreneurship 2.2 Opportunities for women entrepreneurs 2.3 Empowerment of women through enterprise 2.4 Characteristics of women empowerment 2.5 Empowerment of women through entrepreneurship 2.6 Urban entrepreneurship benefits 2.7 Problems faced by women entrepreneurs in india 2.8 Schemes for women entrepreneurs in india 2.9 Government of india support for innovation and entrepreneurship in india 2.10 Women entrepreneur loan schemes in India	(10)	Lecture Method
3	Mar 2021	Unit 3 . Project report and Government institution 3.1 Introduction, Meaning, Concept of Project report 3.2 Importance of Project Report 3.3 DIC, PMEGP, Seed Money Scheme, MIDC, MSFC, SIDBI, MUDRA Scheme ,Mahila udyamnidhi scheme 3.4 Subsidies declared by government for entrepreneur	(10)	Lecture Method
4	Mar 2021	Unit 4 Skill India 4.1 Introduction 4.2 Objectives, Features of skill India 4.3 Advantages of skill India 4.4 Skill India mission 4.5 Skilled covered by skill India 4.6 Entrepreneurship Development by skill India	(10)	Lecture Method
5	April 2021	Unit 5 Make in India 5.1 Introduction 5.2 Make in India – Importance of operation management 5.3 Make in India Advantages and Disadvantages 5.4 Make in India scheme 5.5 Make in India benefit of Entrepreneurs. 5.6 Make in India initiative.	(10)	Lecture Method
6	April 2021	Unit 6 Success Story of Entrepreneurs 6.1 Ratan Tata 6.2 Rahul Bajaj 6.3 AabasahebGarware 6.4 KiranMazumdar Shaw 6.5 Narayan Murty 6.6 C. K. Prahalad (Coimbatore KishnaraoPrahlad) 6.7 Naveen Jindal 6.8 MalikaShrivasan 6.9 ShudhaMurty 6.10Azim Premji	(10)	Lecture Method

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S. N. Hadoltikar
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Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Principles & Practices of Auditing

Class : T.Y. B.com V Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Sep 2020	Unit 1 Introduction of Audit :- a) Meaning, Definition, Nature, Scope, Basic Principles & objectives of Audit; Advantages and limitations of audit – Relationship of Auditing with other subjects b) Standards on Auditing (SAs) – Meaning, Scope of SAs. Elementary study of SA 200 (Revised) ‘Overall Objectives of the Independent Auditor and the conduct of an audit in accordance with Standards on Auditing’	(10)	PPT
2	Sep 2020	Unit 2 Errors, Frauds and Sampling Errors , Frauds and Sampling - a) Definition, Reasons & Circumstances of Errors & Frauds- Types of Errors – Types of Frauds; Risk of fraud & Errors in Audit- Auditors Duties & Responsibilities in respect of Errors and Frauds b) Audit Sampling- Meaning, purpose & factors in determining sample size	(10)	Lecture method
3	Oct 2020	Unit 3 Types of Audit Features, principles, advantages & limitations of Internal audit, Statutory audit, Continuous audit, Annual audit, Interim audit, Balance sheet audit, Tax audit, Cost audit, Efficiency audit, Government audit H.R.audit & Information system audit	(10)	Lecture Method
4	Nov 2020	Unit 4 Audit Program & Documentation a) Meaning, Nature, Scope & Objectives of Audit Programme- Control of quality of Audit work – Delegation & supervision of Audit work - Audit Planning b) Documentation – Audit working papers - audit files- permanent and current audit files ownership and custody of working papers c) Elementary study of SA 230 (Revised) “Audit Documentation”.	(10)	Lecture method.
5	Dec 2020	Unit 5 Audit Evidence a) Need for audit evidence – audit procedures for obtaining evidence – physical verification – documentation – direct confirmation – re-computation – analytical review techniques – representation by management – obtaining certificate b) Elementary study of SA 500 (Revised) “Audit Evidence”	(10)	Lecture method
6	Dec 2020	Unit 6 Vouching, Verification and Valuation a) Vouching – Meaning advantages & objectives of vouching – Points to be taken at the time of vouching – voucher – material defects that disqualify a voucher – difference between vouching & Verification. b) Verification and valuation of assets & liabilities – Meaning & objects of verification and valuation – difference between verification and valuation c) Procedure of verification and valuation of assets & liabilities.	(10)	Lecture Method

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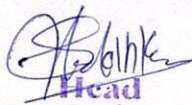
Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Principles & Practices of Auditing

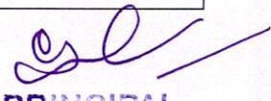
Class: T.Y. B.com VI Semester

Total Lectures 60

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit 1 Investigation a) Meaning, nature and objectives of Investigation- Difference between Audi and Investigation b) Investigation at the time of (i) purchase of business; (ii) admission of a new partner; (iii) granting loan (iv) detecting frauds, and (v) Statutory Investigation.	(10)	PPT
2	Feb 2021	Unit 2 Evaluation of Internal Control & Internal Check :- a) Internal Control –Meaning & objectives of Internal control – Factors affecting Internal control Limitations of Internal control – Evaluation of Internal control system, COSO model of Internal control b) Internal check system, Test checking, Routine checking –Meaning, advantages & limitations of Internal check system, Test checking & Routine checking c) Elementary study of SA 265 “Communicating deficiencies in Internal Control to those charged with governance and management”.	(10)	Lecture Method
3	Mar 2021	Unit 3 Company Auditor a) Provisions regarding qualifications, disqualifications, appointment and removal of auditor as per the companies Act, 2013 b) Rights/Powers, duties and liabilities and remuneration of company auditor – 10 c) Professional conduct and ethics- Auditor’s role in corporate governance and evolution of Audit Committee	(10)	Lecture method
4	Mar 2021	Unit 4 Audit of Limited Companies : a) Preliminaries to the Audit work of a Limited Company b) Audit of Share capital, Forfeiture Shares & Bonus Shares- Buy Back of own shares by companies c) Audit of Debentures issued by companies	(10)	Lecture Method
5	April 2021	Unit 5 Auditing in Computerized Information System (CIS) Environment a) Meaning of CIS – Approaches to computer auditing – distinction between manual accounting audit and computerized accounting audit – Characteristics of CIS Environment – b) Computer frauds and computer virus – Concept of audit Software	(10)	Lecture Method
6	April 2021	Unit 6 Audit Report : a) Meaning, importance and contents of audit report – types of audit report – Qualifications, disclaimers, adverse opinion – b) Distinction between reports and certificates – notes on accounts - distinction between notes and qualification ,	(10)	Lecture method


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ARTS, COMMERCE & SCIENCE COLLEGE,
BHADGAON DIST. JALGAON (424105)

**PTC Education Society's
Sau. Rajanitai Nanasahab Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**


Name of the Teacher : Dr. Sachin N. Hadoltikar

Subject: Income Tax

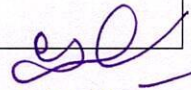
Class : T.Y. B.com V Semester

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/Learning Method
1	Sep 2020	Unit 1 Introduction of Income Tax Act 1961 and basic concepts 1.1 Study of basic concepts – Introduction of Income tax Act 1961, Finance Act; Concepts of - Agricultural income, Assesse, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income. 1.2 Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax	(08)	PPT
2	Sep 2020	Unit 2 Other Provisions and Amendments (Theory Only) 2.1 Deductions under sections 80C, 80CCD, 80CCD(1B), 80D, 80E, 80G, 80U, 80TTA 2.2 Income Tax Slabs and Rates for the Assessment year under study, including Health and Education Cess, Surcharge (in case applicable for the assessment year) 2.3 Tax Rebate Under Section 87-A 2.4 Provisions for Advance Tax and T.D.S.	(08)	Lecture Method
3	Oct 2020	Unit 3 Income from Salary (Theory and Problem) 3.1 Income from Salary - Meaning of Salary, Characteristics of Salary, Basis of Charge, Allowances, perquisites and retirement benefits, exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic) 3.2 Allowances to be studied - HRA, Conveyance Allowance, Transport Allowance, Children Education Allowance, Children Hostel Allowance, Medical allowance. 3.3 Perquisite to be studied – Rent-free Accommodation, Education Facilities, Medical Facilities 3.4 Deduction Under Section 16 3.5 Practical problems on computation of salary income	(12)	Lecture Method
4	Nov 2020	Unit 4 Income from House Property (Theory and Problem) 4.1 Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic) 4.2 Interest attributable to period prior to construction/acquisition. 4.3 Computation of house-property income – Practical problems on computation of income from house property.	(12)	Lecture Method


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5	Dec 2020	Unit 5 Income from Business and Profession (Theory and Problem) 5.1 Meaning & Nature of Income from Business & Profession, Difference between Business & Profession - Expenses allowable and Expenses not allowable while computing income from business and profession. (Study of the sections relevant to the topic) 5.2 Practical problems on computation of Income from Business 5.3 Practical problems on computation of Income from profession of Doctors and Chartered Accountants only	(12)	Lecture method
6	Dec 2020	Unit 6 Income from Other Sources (Theory and Problem) 6.1 Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs, Family Pension, Dividend Income 6.2 Computation of income from other sources - Practical problems on computation of income from other sources.	(08)	Lecture method



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 SAU. RAJANITAI NANASAHEB DESHMUKH
 ARTS, COMMERCE & SCIENCE COLLEGE,
 BHADGAON DIST. JALGAON (424108)

**PTC Education Society's
Sau. Rajanitai Nanasaheb Deshmukh Arts,
Commerce and Science College, Bhadgaon Dist Jalgaon**

Name of the Teacher: Dr. Sachin N. Hadoltikar

Subject: **Goods & Services Tax (GST)**

Class: **T.Y. B.com VI Semester**

Total Lectures 48

Sr. No.	Month	Name of the Topic	Period	Teaching/ Learning Method
1	Feb 2021	Unit-1 Basics Framework of GST and Important Definitions under CGST Act 1.1 History of Goods and Services Tax in World and in India 1.2 Merits and Demerits of GST 1.3 Types of GST 1.4 Role of GST Council 1.5 Important Definitions: Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, InterState and Intra-State Supply of Goods and Services, Invoice and Tax Invoice, Taxable Supply and Non-Taxable Supply	(10)	PPT
2	Feb 2021	Unit 2 Time & Value of Supply and levy of GST 2.1 Meaning and Scope of supply (Section 7) 2.2 Time of Supply of Goods and Services (Basic Concepts) 2.3 Value of Supply of Goods and Services (Basic Concepts) 2.4 Composition levy (Section 10) 2.5 Exemption from Tax	(10)	Lecture Method
3	Mar 2021	Unit 3 Registration under GST 3.1 Persons liable for Registration, Persons not liable for registration 3.2 Compulsory Registration, Exemption 3.3 Procedure for Registration, Deemed Registration 3.4 Cancellation of Registration	(10)	Lecture Method
4	Mar 2021	Unit 4 Maintenance of Records and Input Tax Credit 4.1 Tax Invoice, time of issue of tax invoice (Rule 46 to 55) 4.2 Issue of debit note, issue of credit note 4.3 Types of Electronic Ledgers 4.4 E-way Bill- Concept, forms and E-way bill Generation 4.5 Input Tax Credit –Concept and Set off of Input Tax against Output Tax on Supply	(10)	Lecture Method
5	April 2021	Unit 5 Returns and Payments under GST 5.1 Types of Returns and Furnishing of Returns 5.2 Annual Return 5.3 Payment of Tax, Interest and Penalty 3 5.4 Interest on delayed payment of tax	(10)	Lecture Method
6	April 2021	Unit 6 Offences and Penalties 6.1 General Principles for imposing /not imposing penalties 6.2 Penalties for Offences under Section 122 of CGST Act. 6.3 General Penalties 6.7 Using ICT for efficient learning	(10)	Lecture Method


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BHADGAON DIST. JALGAON (424105)