



Department of Commerce

Unit Plan : 2017-18

B. Com. First Semester – Secretarial Practice

Month	Portion to be covered	Teaching Hours
June	Introduction	2
	UNIT 1: COMPANY SECRETARY:	
	Meaning and Definition,	2
	Qualifications	2
	Procedure for Appointment and dismissal of secretary	3
		09
July	Role of a Company Secretary	3
	Rights, duties and liabilities	3
	Qualities of a good company secretary	2
	UNIT 2: CONCEPT OF COMPANY:	
	Meaning and Definition	2
	Kinds of companies	2
	Difference between public and private limited incorporation duties.	3
	Companies' formation of companies stages involved	2
	Secretarial duties pre and post incorporation duties.	3
		21
August	UNIT 3: DOCUMENTS OF COMPANY	
	Memorandum of Association	3
	Articles of Association	3
	definition, contents,	3
	distinction between Memorandum of Association and Articles of Association,	4
	prospectus contents and statement in-lieu of prospectus-abridged prospectus.	4
	Class Test	2
		19
September	Unit IV : MANAGEMENT OF COMPANIES	
	Appointment. Removal, Qualification,	2
	Fixation of remuneration, rights,	3
	Responsibilities and liabilities of Directors.	3
	Managing Director, Whole time Directors,	3
	Auditors and Managers and	2
	Secretarial Duties relating thereof.	3
	Internal Test	3
		19
October	Unit-V : COMPANY MEETINGS AND SECRETARIAL DUTIES	
	Meaning Nature and Significance of Company Meetings	3
	Classification of Company Meetings Board, Statutory)	3
	Annual - Extraordinary Meetings Meaning	2
	Procedure - Notice, Agenda, Venue, Time,	2
	Duration, Quorum, Adjournment	2
	and Minutes of the Meetings and Resolutions	2
	Meaning and Types. Secretarial Duties thereof	2
	Revision- Paper solving and Questions	3



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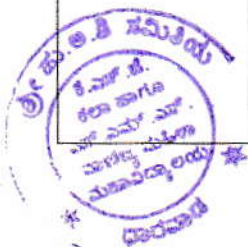
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(A. G. K. K. K. K.)



Department of Commerce
Unit Plan : 2017-18

B. Com. Second Semester – ENTREPRENEURSHIP AND SMALL ENTERPRISE MANAGEMENT

Month	Portion to be covered	Teaching Hours
January	Introduction	2
	UNIT 1: Entrepreneurship	
	Introduction to entrepreneur	1
	entrepreneurship and enterprise	1
	Importance and relevance of entrepreneur	1
	factors influencing entrepreneurship	1
	types of entrepreneur	2
	characteristics of a successful entrepreneur	2
	competency requirements for entrepreneurs	4
	UNIT 2: Entrepreneurship Development Programmes (EDPs):	
	Concept, objective, importance of EDPS	2
	Institutions involved in EDPs - DIC	1
	CEDOK and RUDSETI	1
SISI, etc	1	
	19	
February	types of EDPs	2
	women entrepreneurship-concept and importance	4
	UNIT 3: Small Scale Industries	
	Meaning and classification	2
	Group Discussion / Seminar	1
	characteristics	1
	importance	1
	cottage industries and tiny industries	2
	ancillary industries	2
	khadi and village industries	2
	role of SSIs in economic development; government policies relating to SSIs	1
		1
		17
March	UNIT 4: Project Development and Implementation:	
	Meaning and importance of project	2
	process of project formulation	2
	preparation financial, marketing, HR, technical	3
	social aspects of projects	2
	Group Discussion / Seminar project implementation	2
	UNIT 5: Financing of SSIs in India	
	Need and significance of financial assistance	3
	types of assistance -short-term, medium and long-term	3
	Internal Test	2
	19	
April	Institutional and non-institutional assistance	3
	SFCs, Banks, SIDBI, refinancing schemes, NBFCs	3
	Venture Capital Funds, bill discounting factoring	3
	Internal Test	3
	Revision- Question paper solving, GD, Quiz etc	3
		15



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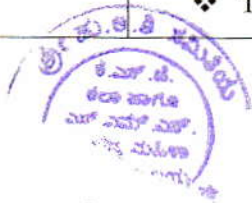
DEPARTMENT OF COMMERCE

UNIT PLAN: 2018 - 2019

CLASS : B. COM. THIRD SEMESTER

SUBJECT : PRINCIPLES AND PRACTICE OF MANAGEMENT

Month	Portion to be covered	Teaching Hours
June	❖ Introduction	2
	<u>Unit I- Concept of Management</u>	
	❖ Nature and Scope of Management	2
	❖ Management and Administration	2
	❖ Levels of Management	3
	❖ Evolution of Management Thought	3
	❖ Pre scientific Management	2
	TOTAL HOURS	14
July	❖ Contributions of F.W. Taylor and Henry Fayol	5
	❖ Approaches to Modern Management	1
	❖ Behavioral, Quantitative, Systems and Contingency	2
	❖ Situational Management Thought Today	3
	<u>Unit II- Planning and Organizing</u>	
	❖ Concept of Planning	3
	❖ Characteristics of Planning	2
	❖ Components of Planning	2
	❖ Advantages and Disadvantages of Planning	2
		TOTAL HOURS
August	❖ Concept of Organizing	4
	❖ Characteristics and principles of Organizing	4
	❖ Importance of Organizing	2
	❖ Types of Organizing	2



	<ul style="list-style-type: none"> ❖ Organizing structures ❖ First Internal Test 	<p>2</p> <p>3</p> <p>TOTAL HOURS</p>	<p>17</p>
September	<p><u>Unit III- Directing</u></p> <ul style="list-style-type: none"> ❖ Concept of Directing ❖ Characteristics principles Importance of Directing ❖ Components of Directing ❖ Leadership: Concept, Qualities of a leader ❖ Importance of Leadership <p><u>Unit IV- Motivation</u></p> <ul style="list-style-type: none"> ❖ Concept, Financial and Non Financial Motivators ❖ Theory of Communication ❖ Concept of Communication ❖ Barriers to Communication 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>TOTAL HOURS</p>	<p>16</p>
October	<p><u>Unit V- Controlling</u></p> <ul style="list-style-type: none"> ❖ Concept of Controlling ❖ Nature and Importance of Controlling ❖ Control Process ❖ Budgetary and Non Budgetary Control ❖ Co-ordination: Concept of Co-ordination ❖ Principles and Techniques of Co-ordination ❖ Second Internal Test 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>3</p> <p>TOTAL HOURS</p>	<p>11</p>



Rajeshwari

Dr. Rajeshwari M. Shettar
Course Teacher

- ❖ **Reopening of the College** **01-06-2018**
- ❖ **Commencement of Classes**
- For III and V Semester Students **11-06-2018**
- For I Semester Students **19-06-2018**

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DEPARTMENT OF COMMERCE

UNIT PLAN: 2018 - 2019

CLASS : B. COM. FOURTH SEMESTER

SUBJECT : ADVERTISING AND SALES MANAGEMENT

Month	Portion to be covered	Teaching Hours
December	❖ Introduction	1
	<u>Unit-I : Meaning, Definition and Characteristics of Advertising</u>	
	❖ Key concepts of advertising	3
	TOTAL HOURS	4
January	❖ functions, classification	4
	❖ Role of advertising in modern business world	2
	❖ Reasons for advertising and criticisms of advertising	4
	<u>Unit-II : Advertising Agency</u>	
	❖ Meaning, definition	2
	❖ Evolution and history of advertising agencies	3
	TOTAL HOURS	15
February	❖ Advantages and disadvantages of advertising agencies	2
	❖ Types of advertising agencies and functions	4
	❖ Factors to be considered in selecting advertising agencies	2
	❖ Client agency relationship	2
	❖ Basic principles of CAR	2
	<u>Unit-III : Advertising Creativity</u>	
	❖ Meaning and process of creativity	2
	❖ Advertising copy, meaning copy writing	3
	❖ First Internal Test	3
	TOTAL HOURS	20
March	❖ Steps in copy writing	2
	❖ Qualities or values of good copy writing	2
	❖ Advertising appeals	1
	❖ Meaning and types and essentials of an advertisement	2



	<u>Unit-IV : Advertising Budget</u> <ul style="list-style-type: none"> ❖ Meaning, Process ❖ Factors influencing the budget and ❖ Methods of budget appropriation <p style="text-align: right;">TOTAL HOURS</p>	<p>2</p> <p>1</p> <p>5</p> <hr/> <p>15</p>
April	<u>Unit-V : Sales Management</u> <ul style="list-style-type: none"> ❖ Meaning, process of sales management ❖ Sales promotion-Meaning, definition functions, schemes consumer ❖ Trade sale promotion schemes ❖ Second Internal Test <p style="text-align: right;">TOTAL HOURS</p>	<p>2</p> <p>2</p> <p>2</p> <p>3</p> <hr/> <p>9</p>

Rajeshwari M. Shettar

Dr. Rajeshwari M. Shettar
Course Teacher

- ❖ Reopening of the College
- ❖ Last Working Day

21-12-2018
20-04-2019



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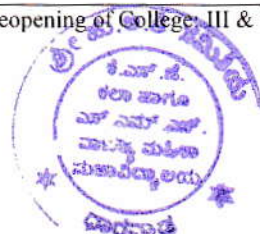
Department of Commerce - Unit Plan : 2019-20

B. Com. Fifth Sem. - Principles of Financial Management

Month	Portion to be covered	Teaching Hours
June	Introduction	2
	Unit I – Financial Management :	
	Meaning and Definitions	2
	Scope & functions of Financial Management	4
	Objectives of Financial Management	3
	Financial decisions	3
		14
July	Role and responsibilities of Finance Manager	3
	Financial Planning :	
	Meaning and Definitions	2
	Cannons of Financial Planning	2
	Unit II- Capitalization	
	Meaning & Definitions	2
	Overcapitalization-Meaning, Causes, Effects & Remedies	4
	Undercapitalization-Meaning, Causes, Effects & Remedies	3
	Watered Stock – causes & effects	3
Seminar / Group Discussion /Case Study etc	1	
		20
August	Problems on Over, Under & Fair Capitalization	4
	Capital Structure:	
	Meaning & Definitions	1
	Factors determining Capital Structure	2
	Optimal Capital Structure	2
	EPS Analysis, Problems on EPS	3
	Unit III- Cost of Capital :	
	Meaning & importance, Kinds of Cost of Capital	3
	Internal test	3
Seminar / Group Discussion / Case Study etc	1	
		20
September	Calculation of Individual Cost of Capital	4
	Calculation of Weighted Cost of Capital	3
	Unit IV-Management of Working capital	
	Meaning & Definitions	1
	Factors affecting of Working Capital requirements	1
	Significance of adequacy of Working Capital	1
	Estimating Working capital requirements	5
	Computation of Operating Cycle in days	2
Internal test	3	
		20
October	Chapter V- Investment Decisions :	
	Meaning & Definitions & Importance of Capital Budgeting	1
	Capital Budgeting Process	2
	Investment Criteria- Pay-back Method	3
	NPV, IRR, Profitability Index Method	3
	Revision	3
		14

* Reopening of College: III & V Sem. -12/06/2019

* End of Sem.: III & V Sem.-10/10/2019



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(Pushpa Abbigeri)

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Department of Commerce

UNIT PLAN : 2019-20

B.Com. Sixth Semester : Business Law

Month	Portion to be covered	Teaching Hours
December	Introduction	2
	Unit I: Introduction- Nature and kinds of contracts.	3
	Meaning and Definitions of Business Law	3
		8
January	Sources of mercantile law	2
	Types of contract	3
	Unit II: Essential elements of a valid contract-	
	A: Offer & acceptance: Rules of valid offer acceptance	3
	B: Consideration: definition, valid consideration	2
	Validity of an agreement without consideration	2
	C: Capacity to contract: Minor, Minor's agreements	2
	Persons of unsound mind and disqualified persons	2
	Lapse and revocation of offer	2
	Group Discussion /Seminar/Case Study	1
	19	
February	D. Free consent: Coercion-definition-effects of coercion	3
	Undue influence, Misrepresentation, Fraud, Mistake	2
	E. Lawful objective and consideration – Considerations unlawful	2
	Effects of illegal agreements on collateral Contracts	2
	F. Agreements expressly declared void: Agreements in restraint of marriage and Trade	2
	Agreements in restraint of Legal Proceedings Uncertain agreements; wagering agreements	2
	Agreements contingent on impossible events	2
	Group Discussion /Seminar /Case Study	1
	Internal Test	3
		19
March	Unit III: Performance of Contracts: Performance of Joint promises, Assignment of contracts	3
	Contracts which need not be performed.	3
	Discharge of Contract: Meaning and modes	2
	Breach of Contract : Remedies for breach of contract	2
	Unit IV: Sale of Goods Contract of sale of goods-Meaning and essentials	3
	Performance of contract of sale.	3
	Internal Test	3
	19	
April	Unit V- Consumer Protection Act- 1986 Meaning, definitions, consumer disputes redressal agencies	3
	Cyber Law	3
	Cyber Crime and Types of cyber crimes	2
	Internal Test	3
	Revision	2
		13

* Commencement of Second Term : 16-12-2019

* End of Second Term: 20-04-2020



P. S. Abhigeri
 (Pushpa Abhigeri)

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DEPARTMENT OF SOCIOLOGY
B. A. I SEMESTER- PRINCIPLES OF SOCIOLOGY
UNIT PLAN- 2019-20

Month	Portion/ Syllabus to be covered	Teaching hours
June	UNIT I - INTRODUCTION TO SOCIOLOGY	02
	a) Origin and Development of Sociology	02
	b) Meaning, Nature and Scope of Sociology	02
	c) Methods of Sociology; Historical and Comparative	01
	d) Uses of Sociology	02
	Question Bank and Revision	<u>01</u>
		10
July	UNIT II- BASIC SOCIOLOGICAL CONCEPTS	
	a) Society: Meaning and Characteristics	02
	b) Community: Meaning and Characteristics	01
	c) Association, Meaning and Nature	01
	d) Institution, Meaning and Nature	01
	e) Meaning and Characteristics of Primary Groups	02
	f) Meaning and Characteristics and Secondary Groups	02
	Question Bank and Revision	01
Group Discussion	<u>01</u>	
		11
August	UNIT III- CULTURE AND SOCIALIZATION	
	a) Meaning and Characteristics of Culture	02
	b) Meaning and Characteristics of Socialization	02
	Internal Test-I	01
	c) Agencies of Socialization	02
	d) Importance of Socialization	02
	Question Bank and Revision	<u>01</u>
		10
September	UNIT IV- SOCIAL STRATIFICATION AND MOBILITY	
	a) Meaning and Nature of Stratification	02
	b) Functions of Stratification	01
	c) Social Mobility- Meaning and Types	02
	d) Causes and Effects of Social Mobility	02
	Question Bank and Revision	02
	Internal Test-II	<u>01</u>
		10
October	UNIT V- SOCIAL CHANGE	
	a) Meaning and Characteristics of Social Change	02
	b) Factors of Social Change: Physical, Biological, Technological and Cultural	02
	c) Women and Social Change	02
	Question Bank and Revision	01
	Solving old question papers and discussion	<u>01</u>
		09

Re-opening of the College-01-06-2019

Commencement of Classes for III & V Sem: 12-06-2019

Commencement of Classes for I Sem: 20-06-2019

Last Working Day for teachers: 21-10-2019

End of Classes for III & V Sem: 10-10-2019

End of Classes for I Sem: 19-10-2019

Dr. Ashwini Patil
HOD of Sociology

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DEPARTMENT OF SOCIOLOGY
B.A. II Semester- Study of Indian Society
UNIT PLAN- 2019-20


Month	Portion/ Syllabus to be covered	Teaching hours
December	UNIT I- INTRODUCTION	01
	a) Features of Indian Society	02
	b) Philosophical Basis of Indian Society	01
	c) Varna Dharma	01
	d) Ashrama Dharma	02
	e) Purusharthas	01
	f) Samskaras	01
	Question Bank and Revision	01
	<u>10</u>	
January	UNIT II- MARRIAGE AND FAMILY	
	a) Meaning of Hindu Marriage	02
	b) Muslim Marriage	01
	c) Hindu Marriage as a Sacrament	02
	d) Pre-requisites of Muslim Marriage	02
	e) Meaning and Characteristics of Joint Family	02
	Question Bank and Revision	01
	Internal Test-I	01
	<u>11</u>	
February	UNIT III- INDIAN CASTE SYSTEM	
	a) Meaning and Characteristics of caste	01
	b) Recent Changes in caste	02
	c) Causes for change	02
	Question Bank and Revision	01
	UNIT IV- BACKWARD CLASSES	
	a) Meaning and problems of SCs	02
	b) Meaning and problems of STs	02
	Group Discussion/ Seminar	01
		<u>11</u>
March	c) Constitutional and Welfare Measures	02
	Question Bank and Revision	01
	Internal Test-II	01
	UNIT V-STATUS OF WOMEN IN INDIA	
	a) Status of women in Ancient India	02
b) Status of women in medieval India	02	
	<u>08</u>	
April	c) Status of women in Modern India	01
	d) Concept of Women Empowerment	01
	e) Role of Government in women Empowerment	02
	Group Discussion/ Seminar	01
	Question Bank and Revision	01
	f) Revision of entire syllabus and solving Old Question Papers	02
		<u>08</u>

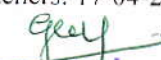
Re-opening of the College-16-12-2019

Commencement of Classes for II, IV & VI Sem: 26-12-2019

End of Classes for III & V Sem: 15-04-2020

Last Working Day for teachers: 17-04-2020


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Sheshgiri Commerce College for Women,Dharwad

UNIT PLAN

Subject: Macro Economics

Class: B.A III Sem -2019-2020


MONTH	LESSON NUMBER	DESCRIPRION	NUMBER OF HOURS REQUIRED
JUNE	MODULE I	▪ Introduction and Syllabus given and Question paper solving methods	2
		Marco Economics & National Income:	
		▪ Meaning Nature & Scope of Marco Economics	2
		▪ Importance & Limitations of Marco Economics	3
		▪ Meaning and Definitions and features of National Income	2
		▪ Concepts of National Income	2
		▪ Measurement of National income	2
	▪ Class Test	1	
	Total	14	
JULY	MODULE II	▪ Difficulties in Measuring National income.	2
		▪ Importance of National Income Studies	2
		Classical Theory of Employment:	
		▪ Classical Theory of Employment	2
		▪ Says Law of Market	2
	MODULE III	▪ Pigou's Improved Version	1
		▪ Critical analysis of Classical Theory	1
		Keynes Theory of Employment-I:	
		▪ Principle of Effective Demand	3
		▪ Consumption Function	3
	▪ MPC & APC	2	
	▪ Investment Function	2	
	▪ Seminar / Group Discussion	2	
	Total	22	
AUGUST	MODULE I V	▪ Marginal Efficiency of Capital	3
		▪ Rate of Interest	2
		▪ Determination of investment	2
		Keynes Theory of Employment – II:	
		▪ Principle of Multiplier	4
		▪ Principle of Acceleration	3
		▪ Critical Evaluation of Keynes Theory of Employment	2
		▪ Comparison between Classical and Keynes Theories	2
		▪ I Internal Test	3
		▪ Group Discussion	1
	Total	22	

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SEPTEMBER	MODULE V	Savings and Investment <ul style="list-style-type: none"> ▪ Introduction, Meaning equality between savings and Investment 3 ▪ Paradox of Thrift & Conclusion 2 Theories of Trade Cycle: <ul style="list-style-type: none"> ▪ Introduction, Meaning, Definitions & Feature 3 ▪ Phases of Trade Cycle 2 ▪ Classification of Trade Cycle 2 ▪ Innovation Theory of Trade Cycle 2 ▪ Haw trey's Monetary Theory of Trade Cycle 2 ▪ II Internal Test 3 <p style="text-align: right;">Total</p>	<p style="text-align: right;">19</p>
OCTOBER		<ul style="list-style-type: none"> ▪ Control of Trade Cycle 3 ▪ Revision/Quiz/Group Discussion/Seminar 10 <p style="text-align: right;">Total</p>	<p style="text-align: right;">17</p>




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UNIT PLAN

Subject: Economics of Money & Banking

Class: B.A IV Sem 2019-2020


MONTH	LESSON NUMBER	DESCRIPTION	NUMBER OF HOURS REQUIRED
DECEMBER	MODULE I	<ul style="list-style-type: none"> ▪ Introduction about the subject & ▪ Syllabus given ▪ Question paper solving methods 	1
			1
		Money:	
		<ul style="list-style-type: none"> ▪ Introduction, meaning and definitions 	1
		<ul style="list-style-type: none"> ▪ Forms of money 	1
		<ul style="list-style-type: none"> ▪ Primary, Secondary, Contingent and Other functions 	2
		<ul style="list-style-type: none"> ▪ Static and Dynamic functions 	1
		<ul style="list-style-type: none"> ▪ Significance of money in Modern economy 	2
		<ul style="list-style-type: none"> ▪ Class Test 	1
			Total
JANUARY	MODULE II	Paper currency standard	
		<ul style="list-style-type: none"> ▪ Introduction, meaning and features 	1
		<ul style="list-style-type: none"> ▪ Merits and demerits 	2
		<ul style="list-style-type: none"> ▪ Principles of issuing paper currency 	1
		Value of Money:	
		<ul style="list-style-type: none"> ▪ Introduction, meaning and statement 	2
		<ul style="list-style-type: none"> ▪ Cash transaction approach 	3
		<ul style="list-style-type: none"> ▪ Cash balance approach 	2
		<ul style="list-style-type: none"> ▪ Distinction between two approaches 	1
		Index Number of prices	
		<ul style="list-style-type: none"> ▪ Introduction, meaning and types 	1
		<ul style="list-style-type: none"> ▪ Essential conditions for the construction of Index number of prices. 	1
		<ul style="list-style-type: none"> ▪ Construction of Index number of prices 	1
		<ul style="list-style-type: none"> ▪ Difficulties in the construction of Index number of prices 	1
		<ul style="list-style-type: none"> ▪ Importance/Usefulness of Index number of prices 	1
		<ul style="list-style-type: none"> ▪ Limitations of Index number of prices 	1
<ul style="list-style-type: none"> ▪ Seminar/Group Discussion 	2		
<ul style="list-style-type: none"> ▪ Class Test 	1		
	Total	21	

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FEBRUARY	MODULE III	Inflation and Deflation: Inflation <ul style="list-style-type: none"> ▪ Introduction, meaning and definitions of inflations 1 ▪ Features of inflation 1 ▪ Types of inflation 2 ▪ Causes of inflation 1 ▪ Effects of inflation 2 ▪ Control of inflation 2 Deflation <ul style="list-style-type: none"> ▪ Introduction, meaning and definitions of deflation 1 ▪ Causes of deflation 2 ▪ Effects of deflation 2 ▪ Control of deflation 2 ▪ Seminar/Group Discussion 1 ▪ I Internal test 3 	
		Total	20
MARCH	MODULE IV	Commercial Banks: <ul style="list-style-type: none"> ▪ Introduction, meaning and definitions 1 ▪ Functions of Commercial Bank 2 ▪ Credit creation made by commercial bank 2 ▪ Balance sheet of commercial bank 1 ▪ Role of commercial bank in economic development 1 ▪ Need and importance of new technology in Banking 1 ▪ Forms of E-Banking : Advantages & Disadvantages 2 	
	MODULE V	Central Bank: <ul style="list-style-type: none"> ▪ Introduction, meaning and definitions 1 ▪ Functions of Central Bank 1 ▪ Objectives of monetary policy 1 ▪ Methods of Monetary Policy 3 ▪ II Internal Test 3 	
		Total	20
APRIL		<ul style="list-style-type: none"> ▪ Demonetization of Currency in India : Meaning, causes & effects 2 ▪ Revision/Quiz/Group Discussion/Seminar 6 	
		Total	08




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