



Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawaiga's

Shivneri Mahavidyalaya

(Arts, Commerce & Science)

Shirur Anantpal Dist. Latur



Yearly Teaching Plan Book

Year 2019 - 2020

Name of the teacher : Dr. Sudhir V. Mane

Subject & Paper No. : Commerce.



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॥ आमचे प्रेरणास्थान ॥



मा. अँड. विश्वंभररावजी माने

(अध्यक्ष, गुरु विश्वंभर कृपा बहुउद्देशीय शिक्षण प्रसारक मंडळ,
लक्कड जवळगा तथा

संचालक - लातूर जिल्हा मध्यवर्ती सहकारी बँक लि., लातूर)

Shivneri Mahavidyalaya, Shirur Anantpal

Name of the Teacher Subject

Time - Table

Period	I	II	III	IV	V	VI	VII	VIII	IX	X	Practical	Practical
Time	09:05 to 09:55	09:55 to 10:00	10:00-05 to 10:50	10:50 to 11:40	11:40 to 12:30	12:30 to 1:20	1:20 to 2:10	2:10 to 3:00	-	-		
Monday				T.Y Ad. PL	S.Y Law		F.Y Comm.	T.Y Project				
Tuesday				T.Y ✓	S.Y "		F.Y "	T.Y "				
Wednesday				T.Y "	S.Y "	T.Y Auditing		T.Y "				
Thursday				T.Y "	S.Y "	T.Y "		T.Y ✓				
Friday				T.Y Auditing	F.Y Comm.							
Saturday				T.Y "	F.Y "							

Shivneri Mahavidyalaya

(Arts, Commerce & Science)

Shirur Anantpal Dist. Latur

Photograph

Name :

Designation :

Qualification :

Degree	Subject	Board / University	Class/Grade
S.S.C.	Commerce	Aurangabad	55%
H.S.C.	Commerce	Pune	57%
U.G.	"	Aurangabad	60%
P.G.	"	Aurangabad	75%
M.Phil/Ph.D	"	Aurangabad	
Net / SET			

Date of Birth : 10/07/1973

Date of Appointment : 9/12/2012 Date of Superannuation :

Local Address : Shivneri College Shirur-Anantpal

DTS : Latur

Phone / Mobile Numbers : 9423341805 / 8668273519

Email : darsueltirmane5@gmail.com, darsueltirmane@gmail.com

Blood Group : O+

PAN Card Number : BSPPmg131A GPF A/c. Number : 2919

PPF / A/c. Number :

Bank Account Number : 80006998528

Yearly Teaching Plan

Class - B. Com. Part 1 Subject - B. Communication Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
1	June	<p>Admission & Teaching + Teaching</p> <p>Unit - I - Introduction to Business Communication. Definition, Nature, Objective & Importance of Communication, & types of communication, SWOC analysis.</p>	14	10	
2	July	<p>Unit II - Corporate Communication Format of Internal Communication, Barriers of communication, & providing correct solution to avoid barriers, group discussion, mock, drama.</p> <p>Unit - III - Effective ^{oral} written communication Principles of effective oral communication, preparation, guidelines of effective speech.</p>			

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration	Implamentation	Remark
			Expected Periods	Actual Periods	
3	Aug	<p>The art of presentation. The essential features of an imp. delivery. Distinction between imp. and formal Com.</p> <p>unit IV ^{Business} Effective oral Commun. Definition of effi. Commun. Need of effective Communis. Principles of Effective business Communis. etc.</p>	15	10	
4	Sep	<p>unit, IV modern tele comun. Teleconferencing, E-mailing, Faxs, Tele comun. mobile phone conversation, video conferencing.</p>			

Yearly Teaching Plan

Class - B.Com. Ist Sem^r Subject - B. Com^{mon} Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
7	Dec	Unit I Application for employment Unit II Communication skills			
8	Jan	Unit III Business letters, Unit IV Welding skills			

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

			Plan Expected Duration	Implamentation	Remark
Sr. No.	Month	Details of Topics / Units	Expected Periods	Actual Periods	
9	Feb	Unit V Import Export Trade Correspondence.			
10	March				
11	April				

Yearly Teaching Plan

Class - B S-y. sem-III Subject - Comp. Law Paper (No & Title) : I Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration	Implimentation	Remark
			Expected Periods	Actual Periods	
1	June	Unit - Introduction of company	10	10	
		Unit - I Incorporation.	10	10	
2	July	Unit II Incorporation.	10		
		Unit III - financial structure. (concept of capital)	12		

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remarks
3	Aug	Unit - IV Financial structure - II (Debt Capital)	12 10		
4	Sep	Unit - V Membership in a Company	10 10	10	

Yearly Teaching Plan

Class - B.Com 5th year ^{sem IV} Subject - B.Law Paper (No & Title) : II Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
7	Dec	unit - I - Indian contract Act - 1872	12		
		unit - II Negotiable Instruments Act - 1881	12		
8	Jan	unit III Sale of goods Act 1930			
		unit IV Consumer Protection Act - 1986			

Yearly Teaching Plan

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

			Plan Expected Duration	Implamentation	Remark
Sr. No.	Month	Details of Topics / Units	Expected Periods	Actual Periods	
9	Feb	Unit II entire shopping & legal provisions.			
10	March				
11	April				

Yearly Teaching Plan

Class - B. Com. 1st y Subject - AdAC Paper (No & Title) : I Signature : _____

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration	Implantation	Remarks
1	June	Unit I. Accounting standards.			
2	July	Unit II Hotel Business Accounting			

Yearly Teaching Plan

Class - _____ Subject - _____ Paper (No & Title) : _____ Signature : _____

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
3	Aug	Unit III - Underwriting of Shares & Debenture Unit IV Branch Accounting			
4	Sep	Unit V - Agriculture Accountancy			

Yearly Teaching Plan

Class - B.Com. I Subject - Accounting Paper (No & Title) : I Signature : _____

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
5	Oct.	Unit I - Introduction to Accounting			
6	Nov.	Unit II - Accounting Cycle			

Yearly Teaching Plan

Class - 6th Sem. I.Y. Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
7	Dec	Unit I - A/c of Electricity Company			
		Unit II - Departmental A/c			
8	Jan	Unit - III Package A/c			
		Unit IV A/c of Profession (only so called A/c)			

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Remark
9	Feb	unit I - Insolvency Act			
10	March				
11	April				

Yearly Teaching Plan

Class - B.Com I Sem Subject - Auditing Paper (No & Title) : 1 Signature : _____

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration		Remark
			Expected Periods	Implamentation Actual Periods	
1	June	<p style="text-align: center;">only to report Employee</p> <p>unit I - Introduction to Auditing</p>			
2	July	<p>unit - II - Company Auditing</p> <p>unit III - Audit ^{Planning} Planning, Procedures & Documentation.</p>			

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration	Implantation	Remark
			Expected Periods	Actual Periods	
3	Aug	Unit - IV Detections & Prevention of Fraud.			
4	Sep	Unit - V Audit Evidence.			

Yearly Teaching Plan

Class - B. Com. I - 2 Subject - Accounting Paper (No & Title) : 1 Signature : _____

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration	Implamentation	Remarks
			Expected Periods	Actual Periods	
7	Dec	Unit I - checking vouching Account Audit & etc.	11		
		Unit II - Internal Audit	11		
8	Jan	Unit III - The Company Audit Provisions	11		
		Unit IV - Audit of Banking Company	11		

Yearly Teaching Plan

Class - Subject - Paper (No & Title) : Signature :

Sr. No.	Month	Details of Topics / Units	Plan Expected Duration Expected Periods	Implamentation Actual Periods	Rema
9	Feb	unit V - standards on Activity.	10		
10	March				
11	April				

Daily Lesson Plan

Day: manday

Date: 1/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
B. Com - T-y	<p>Unit-I. Accountancy standards.</p> <p>scope of accountancy stand.</p> <p>1) Kotwade S.C. <u>Occupational</u></p> <p>2) Kale S.S. <u>State</u></p>			
S-y	<p>Introduction.</p> <p>historical developments of concept of cooperative law in India.</p>			
F-y	<p>Unit-2 Introduction.</p> <p>64.</p> <p>1) crambhise Harshad <u>Harshad</u></p> <p>2) sindalcar sharp <u>Sharp</u></p>			
T-y	<p>Project</p>			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: Tuesday

Date: 21/7/2019

Theory/Practical
Subject/Paper
Class

Details of Topic / Unit

Students
Present Absent Total

T-Y

Object of standards A+C
Bicadae Poaja Balad; Poaja
Bicadae Laxmi ✓ berent

S-Y

Company Definition.
meaning.

F-Y

Definitions, Nature
1) nambhise H.H. Handled
2) sindalkar S.D. Shard

T-Y

Project

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: ~~Thursday~~ ^{Wednesday} Date: 31/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T.Y	Procedure for Issuing A/C statement. D. Kotwade S.C. <u>Guaranti</u> M. Kale S.S. <u>State</u>			
S.Y	Nature & its characteristics.			
T.Y	Introduction to Auditing Definitions of Auditing Objective of Auditing B. E. Dadae Pooja Balaji <u>Pooja</u>			
T.Y	Project			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: ~~Friday~~ ^{Thursday}

Date: 4/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T.Y	What are the various AIC standard present. Bibadad Poada Baladi Brodddy Leremi ✓ <u>poada</u> <u>leremi</u>			
S.Y	characteristics.			
T.Y	primary & secondary			
T.Y	project			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: Friday Date: 5/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T-y	<p>AS - A DISTANCE of ALC policies. Expression of opinion. Inherent</p> <p>1) Kotwade S.C. <u>Surpradi</u> 2) Kale S.S. <u>STATE</u></p>			
F-y	<p>objective & importance components of it</p> <p>1) Sindalcar S.D. <u>Gharad</u> 2) Gumbhira H.H. <u>Gumbhira</u></p>			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: Saturday

Date: 6/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T.Y	Limitation of Audit Bredar Pooja Balaji Pooja Bredar Laxmi V <u>Letur</u>			
F.Y	Objectives Importance Communication 1) Sindalkar S.D. <u>Shradh</u> 2) Gambre H.D. <u>Shradh</u>			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: Monday

Date: 8/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T-y	Unit II Introduction 1) Kotwade S.C. <u>Swarnali</u> 2) Kale S.S. <u>stato</u>			
S-y				
F-y	objective & importance, communication 1) Nambhore H.H. <u>Haresh</u> 2) Bhandarkar S.D. <u>shagat</u>			
P-y	Project			

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day : Thursday

Date : 9/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T.Y	formula, P & L A/c Balance sheet.			
B.Y				
F.Y	objective & importance of communication. 1) Kambhira Harshat Harshat 2) Sharad S. <u>Shard</u>			
T.Y				

Academic Incharge

Vice Principal

Principal

Daily Lesson Plan

Day: Wansley Date: 10/7/2019

Theory/Practical Subject/Paper Class	Details of Topic / Unit	Students		
		Present	Absent	Total
T.Y.	Important points Beadas Pooja Balaji Pooja Beadas Laxmi ✓ <u>Laxmi</u>			
S.Y.				
T.Y.	Principals of Audit Beadas Pooja Balaji Pooja Beadas Laxmi ✓ <u>Laxmi</u>			
T.Y.	Bhainwad pallavi Balaji Khondapure Anusudha Anu *			
T.Y.				

Academic Incharge

Vice Principal

Principal