

# Yashwantrao Chavan Maharashtra Open University, Nashik – 422 222

**Subject :** Counselling Schedules for current year (2020 - 2021)

#### Name of School -: School of Commerce & Management

Name of Programme	Bachelor of Commerce (B.Com.) English
Programme Code	G02
Level of Programme	Degree
Modes employed by	Face to face counselling sessions
the institution to provide academic counselling for theory	Use of audio and Video cassettes Problem solving session Self instructional text books Group study
courses	Expert feedback
Modes employed by	
the institution to provide academic counselling for	NIL
practical courses	
Year	First Year
Semester	



## Contact time for B.com – 1<sup>st</sup> Year School of Commerce and Management August 2020 - April 2021

Counselling	Counselling	Course Code	Theory (T) and Practical (P).
Session No.	Date	<b>COM107:</b> Elements of	Timings: (1 hour session each)
		Statistics	Morning session: 10:30 AM to 13:30 PM
		MAR102: English for	Break: 13:30 PM to 14:00 PM
		Business	Evening Session: 14:00 PM to 17:00 PM
		<b>HEN101:</b> Foundation Course	Dreining Session 1100 1111 to 1700 1111
		in English and Hindi	
	100	GKN101: General	
		Knowledge and Social	
		Awareness	
	//	COM106: Commerce	
		COM211: Office	The second secon
	- 7	Management Management	
1	02/08/2020	COM107	Introduction & Meaning of Statistics, Descriptive and
1	02/08/2020	COMTO	Inferential Statistics
	7	ENG 102	
		HEN 101	Understanding Yourselves – Introduction
			हिंदी : राष्ट्रभाषा राजभाषा और संपर्क भाषा
		GKN 101	Culture, Religion and Science
		COM 106	Introduction to Economics - Definitions of Economics,
			Economic Problems and Solutions to Economic
		CONTRACT	Problems, Nature of Economics
	<b>N</b>	COM 211	Office – Meaning, Importance and Concept, Functions
		A 1000	of an Office, Divisions and Departments in an Office
2	09/08/2020	COM107	Functions, Importance and Limitations of Statistics
1		ENG 102	Understanding Yourselves – Discussion
1		HEN 101	हिंदी की शब्दावली
\ \ \	100	GKN 101	
		GILL 101	Rationalism, Relation between Religion and Science:
	N.	COM 106	Conflict and Coordination
	1		Factors of Production, Returns on Factors of
		COM 211	Production, Demand Analysis
			Office : Place and Internal Layout
3	16/08/2020	COM107	Organising a Sample Survey - Introduction & Different
			Methods of Sampling
	-	ENG 102	Analyse Your Communication – Introduction,
			Elements of the Communication Process,
		HEN 101	Communication Barriers
		GKN 101	हिंदी की वाक्यरचना और उसके प्रकार
		COM 106	Environment and Pollution
		COM 211	Supply Analysis, Price Determination
			Office Procedures
4	23/08/2020	COM107	Sources of Statistical Data - Primary Data, Secondary
	22, 03, 2020	ENG 102	Data Analyse Your Communication - Transactional
		21.0 102	Analysis, Types of Transactions, Summary and
		No. of Concession, named or other	Conclusion
		HEN 101	
		GKN 101	प्रयोजनम्लक हिंदी
100		4 4 4	Nature of Pollution, Types of Pollutions, Reasons,
		COM 106	
			Commerce?, What is Evolution?, Stages in Evolution
		COM 211	of
			Commerce, Town economy, National economy, World
			Economy, Trade Blocks
			Office Procedures
		COM 106 COM 211	Effects and Measures Evolution of Commerce – (1) Introduction, What is Commerce?, What is Evolution?, Stages in Evolution of Commerce, Town economy, National economy, World Economy, Trade Blocks

5 30/08/2020 COM107 ENG 102 Classification – Introduction, Meaning of Classification (Dipectives of Classification (Classification) (Dipectives of Classification) (Classification) (Comfored Moral Capacity) (Comfored Capacity)	vironmental E-Commerce ng to it nction,  Listening, nations
ENG 102 HEN 101 Classification, Objectives of Classification GKN 101   31-31-31-31-31-31-31-31-31-31-31-31-31-3	vironmental E-Commerce ng to it nction,  Listening, nations
HEN 101 GKN 101 3ऩ वाद	vironmental E-Commerce  Ing to it action,  Listening,  mations
COM 106   Background of Education in Ecology, En Policy and Laws Regarding Environment World Trade Organisation (WTO) 1995, Office Manager   Frequency Distribution and Terms Relating Environment	E-Commerce  Ing to it inction,  Listening,  mations
COM 106  COM 211  COM	E-Commerce  Ing to it inction,  Listening,  mations
COM 211  Policy and Laws Regarding Environment World Trade Organisation (WTO) 1995, Office Manager  Frequency Distribution and Terms Relating English and Listening Barriers, Bad Listening Habits vocbulory and usage Physical Health COM 106 COM 211  Tomage of Frequency Distribution and Terms Relating Habits vocbulory and usage Physical Health COM 106 COM 211  Types of Frequency Distribution The Secrets of Active Listening - Active Summary and Conclusion Structures of Sentences and their transform Mental Health COM 106  Types of E-commerce transactions, Advancemence, Limitations of E-commerce COM 211  Types of Frequency Distribution Small Group Communication Find Globalisation Find Find Find Find Find Find Find Fin	E-Commerce  Ing to it inction,  Listening,  mations
COM 211  COM 200  COM 200  COM 200  COM 200  Frequency Distribution and Terms Relating The Secrets of Active Listening — Introduct Listening Barriers, Bad Listening Habits vocbulory and usage Physical Health COM 106  COM 106  COM 211  COM 106  COM 211  COM 107  ENG 102  Types of Frequency Distribution The Secrets of Active Listening - Active Summary and Conclusion Structures of sentences and their transform Mental Health COM 106  Types of E-commerce transactions, Advacommerce, Limitations of E-commerce Office Organisation  8  20/09/2020  COM 211  Small Group Communication — Introduct of Globalisation — Intr	E-Commerce  Ing to it action,  Listening,  mations
6 06/09/2020 COM107 Frequency Distribution and Terms Relating ENG 102 The Secrets of Active Listening – Introduction Listening Barriers, Bad Listening Habits vocbulory and usage Physical Health Stages in E-commerce transactions Office Organisation  7 13/09/2020 COM107 Types of Frequency Distribution The Secrets of Active Listening - Active Summary and Conclusion structures of sentences and their transform Mental Health COM 106 Types of E-commerce transactions, Advacommerce, Limitations of E-commerce COM 211 Office Organisation  8 20/09/2020 COM107 Bivariate Frequency Distribution Small Group Communication – Introduct of Group Communication – Introduct of Group Communication reading comprehension Human Rights  COM 106 Globalisation, Advantages & Disadvantages and Office Employees	ng to it action,  Listening,
6 06/09/2020 COM107 Frequency Distribution and Terms Relating ENG 102 The Secrets of Active Listening – Introduction Listening Barriers, Bad Listening Habits vocbulory and usage Physical Health COM 106 Stages in E-commerce transactions Office Organisation  7 13/09/2020 COM107 Types of Frequency Distribution The Secrets of Active Listening - Active Summary and Conclusion structures of sentences and their transform Mental Health COM 106 Types of E-commerce transactions, Advacommerce, Limitations of E-commerce Office Organisation  8 20/09/2020 COM107 Bivariate Frequency Distribution Small Group Communication – Introduct of Group Communication – Introduct of Group Communication Fedding comprehension Human Rights Globalisation, Advantages & Disadvantages Globalisation Work Culture and Office Employees	Listening, nations
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GKN 101 COM 106 COM 211 Globalisation, Advantages & Disadvantages COM 211 Globalisation Work Culture and Office Employees	
COM 106 Globalisation, Advantages & Disadvantages COM 211 Globalisation Work Culture and Office Employees	
COM 211 Globalisation Work Culture and Office Employees	
Work Culture and Office Employees	ges of
Tabulation introduction, wicalling & In	portance of
Tabulation, Types of Tables	
ENG 102 Group Culture and Member Roles, Stages	s of
HEN 101 Conversation	
GKN 101 communication : oral and written	
COM 106 Declaration of Human Rights	
Evolution of Commerce – (2) Introductio	n. What is
COM 211 Money?, Functions of Money, Evolution	
Work Culture and Office Employees	
10 04/10/2020 COM107 Tabulation - Construction of a Statistical	Table
ENG 102 Unproductive Conversations, Intercultura	
Communication, Summary and Conclusion	
HEN 101 Translation from marathi to english and v	
GKN 101 Relationship between Independence and I	
: Thoughts of Amartey Sen	20 veropinent
COM 106 Pre-machine Age and Machine Age	
COM 106 Pre-machine Age and Machine Age COM 211 Office Training	
	)iagrammati-
Representation & Principles of Preparing	
ENG 102 Visuals and Body Language in Presentation	
Introduction, Choosing a Visual Aid, Typ	es of Visual
HEN 101 Aids	
GKN 101 स्वाध्याय १: बोध प्रश्न (बह्विकल्पात्मक)	
COM 106 Need for Public Education	
Procedure of Commerce – (1) Rusiness A	Area &
COM 211 Importance of Business	
Personnel Management	
12 18/10/2020 COM107 Diagrams - Types of Diagrams, One Dim	
ENG 102 Diagrams	ensional
ENO 102 Diagrams	ensional

		HEN 101	Developing Visual Aids, Using Body Language
		GKN 101	स्वाध्याय २: लघ्टतरी प्रश
		COM 106	Co-operation - Background, Origin and Definitions of
			Co-operative Movement
		COM 211	Types of Business, Commerce Record Management
13	25/10/2020	COM107	Diagrams - Two Dimensional Diagrams
13	23/10/2020	ENG 102	Verbal and Non-verbal Messages, Men, Women, and
		LIVO 102	Body Language, Summary and Conclusion
		HEN 101	
		GKN 101	स्वाध्याय ३ : दीर्घोत्तरी प्रश्न
	- 40	OKIV 101	Principles of Co-operation, Co-operative Movement in
	- 40	COM 106	India: Beginning and Development
		COM 100	Types of Trade, Important Stages in Internal Trade
		COM 211	Transactions
			Record Management
14	01/11/2020	COM107	Graphs – Introduction, Importance and Principles of
			Preparing a Graph, Graphs of Frequency Distribution
		ENG 102	Projecting Positive Image through Writing –
			Introduction, The Composition Process
	1	HEN 101	Workbook – Vocabulory and Usage
		GKN 101	Co-operative Movement in Maharashtra
		COM 106	Importance of a Retailer
		COM 211	Other Office Services
15	08/11/2020	COM107	Graphs - Types of Frequency Distribution Graphs
		ENG 102	Sequencing and Organization, Routine Requests,
	-		Positive News and Responding to Requests, Negative
		HEN 101	News
			Workbook – Structures of sentences and their
		GKN 101	transformations
		COM 106	Nature and Scope of Co-operation
1 1			What is meant by Retail Trade?, Features of Retail
\ \ \		COM 211	Trade, Services Rendered by a Retailer
			Other Office Services
16	15/11/2020	COM107	Measures of Central Tendencies
			(Averages) – Introduction, Arithmetic Mean (x): For
- 10	1		Ungrouped Data, Arithmetic Mean for Ungrouped and
			Grouped Frequency Distribution
		ENG 102	Persuasive Messages, Summary and Conclusion
		HEN 101	Workbook – Reading Compreshension
		GKN 101	Functions and Features of Various Co-operative
		COM 106	Societies
			Retail Trade - Part (2) Introduction, Mobile or Itinerant
		COM 211	Retailers, Fixed Shops Retailers
			Office Equipment
17	22/11/2020	COM107	Measures of Central Tendencies
			(Averages) - Weighted Arithmetic Mean, Properties of
			Arithmetic Mean, Merits and Demerits of Mean
		ENG 102	Writing Job Applications and Resume, Introduction,
			Preparation for Job Application
	A 25	HEN 101	Workbook – Communication : Oral and Written
		GKN 101	Deficiencies of Cooperative Movement and Corrective
		10	Measures
41-43		COM 106	Large Scale Retail Organisations
-		COM 211	Manual and Reports
18	29/11/2020	COM107	Measures of Central Tendencies
		201.1101	(Averages) – Median, Median for Ungrouped
			Frequency Distribution, Median for Grouped
			Frequency Distribution, Merits and Demerits of
		ENG 102	Median
		100 102	Content and Organization, Checklist for Writing
		HEN 101	Effective Application Letters
		11111 101	Zirouro rippiremion Denois

		GKN 101	Workbook – Translation English to Marathi and Vice
		COM 106	Versa
		001/01/	Future and Need of Co-operative Movement
		COM 211	Wholesale Trade – Introduction, Features of
			Wholesaler, Services rendered by the wholesaler
10	0.6/1.2/2020	GO) (107	Manual and Reports
19	06/12/2020	COM107	Measures of Central Tendencies
		ENG 100	(Averages) – Mode, Merits and Demerits of Mode
		ENG 102	Writing Your Resume, Organizing Your Resume
		HEN 101	End of syllabus
	40	GKN 101	Development of Entrepreneurship
	400	COM 106	Import-Export Trade Procedures – Introduction,
			Difference between Internal Domestic Trade and
	100	COM 211	Foreign Trade, Need of Foreign Trade
20	13/12/2020	COM 211 COM107	Public Relations  Management of Visiting (1) Letter heating (1) Lette
20	13/12/2020	COMITO	Measures of Variation – (1) Introduction, Meaning of
	1 1		Variation (Dispersion), Absolute Measure and Relative
- /	- T	ENC 102	Measure, Range - Merits and Demerits of Range
		ENG 102	Producing Your Resume, Being Grammatically
	1	HEN 101	Correct, Using Impactful Phrases, Summary and Conclusion
	1	GKN 101	End of syllabus
		COM 106	Development of Entrepreneurship
		COM 211	Aids to Trade – Transport, Banks, Warehousing
		COM 211	End of syllabus
21	20/12/2020	COM107	Quartile Deviation, Merits and Demerits of Quartile
21	20/12/2020	COMIO	Deviation Deviation
		ENG 102	Communicating via Internet and E-mail – Introduction,
		LIVO 102	The Nature of Web-based Communication, Using E-
		HEN 101	mail
1		GKN 101	End of syllabus
1		COM 106	Consumer and Consumer Movement
		COM 100	Aids to Trade – Insurance, Advertisement, Mercantile
		COM 211	Agents
		COM 211	End of syllabus
22	27/12/2020	COM107	Mean Deviation [or Average Deviation], Merits and
1.7			Demerits of Mean Deviation
		ENG 102	Composing Your E-mail Message, Barriers in Web-
			based Communication
		HEN 101	End of syllabus
		GKN 101	Problems of Consumers : Concept and Reasons
		COM 106	Business Correspondence - Contact Media Modes,
			Importance of Effective Correspondence, Functions of
			Business Letters
		COM 211	End of syllabus
23	03/01/2021	COM107	Measures of Variation – (2) Introduction, Standard
			Deviation, Short Cut or Alternative Method to
			Calculate
		ENG 102	Standard Deviation, Properties of Standard Deviation
	ANDARA		Projecting a Positive Image on the Web, Summary and
		HEN 101	Conclusion
	9-	GKN 101	End of syllabus
0.00		COM 106	Consumer Protection Act, 1986
1			Introduction to Business Laws - Indian Contract Act,
		COM 211	1872, Central Excise Act, Sales Tax Act, Income Tax
			Act
			End of syllabus
24	10/01/2021	COM107	Co-efficient of Variation, Merits and Demerits of
			Standard Deviation
		ENG 102	End of syllabus
		HEN 101	End of syllabus

		GKN 101	Nature and Communication of revolution
		COM 106	Introduction to Some Selected Business Laws - Indian
		COM 100	Partnership Act, 1932, Definition and Features of a
			company, Concept & Features of Co-operative Society
		COM 211	End of syllabus
25	17/01/2021	COM 211 COM107	Correlation – Introduction, Meaning and Definition,
23	17/01/2021	COMITO	Different Methods of Studying Correlation, Scatter
		ENG 102	Diagram
		HEN 101	End of syllabus
		GKN 101	End of syllabus
		COM 106	Nature and Communication of revolution
	100	COM 100	Types of Business Organisation - Sole Trading Firm :
	100		Meaning and Definition, Partnership: Meaning,
		COM 211	Definition, and Types
		COWI 211	End of syllabus
26	24/01/2021	COM107	Spearman's Rank Correlation Coefficient, Karl
20	27/01/2021	COMITO	Pearson's Product Moment Coefficient of Correlation
/	7 11	ENG 102	End of syllabus
		HEN 101	End of syllabus
-		GKN 101	Steps in communication revolution and contribution of
	1 1	GIXIV IOI	different media, Biotechnology
		COM 106	Joint Stock Company: Definition and Meaning, Co-
		COM 100	operative Societies: Meaning, Definition, and Features
		COM 211	End of syllabus
27	07/02/2021	COM107	Regression – Introduction, Regression Equations,
27	0770272021	COMITO	Mean Values and Correlation Coefficient from
			Regression Equation
		ENG 102	End of syllabus
		HEN 101	End of syllabus
		GKN 101	Steps in communication revolution and contribution of
1		3111, 101	different media, Biotechnology
		COM 106	Public Enterprises: Types of Organisations, Trial
			Balance and Final Account
		COM 211	End of syllabus
28	14/02/2021	COM107	End of syllabus
		ENG 102	End of syllabus
		HEN 101	End of syllabus
		GKN 101	Influence and future possibilities of communication
			revolution, Influence and future possibilities of
			communication revolution
		COM 106	Principles and Practices of Bookkeeping - Methods of
			Accounting, Journal and Ledger, Subsidiary Books
		COM 211	End of syllabus

ज्ञानगंगा घरोघरी

Name of Programme	Bachelor of Commerce (B.Com.) English		
Programme Code	G02		
Level of Programme	Degree		
Modes employed by	Face to face counselling sessions		
the institution to	Use of audio and Video cassettes		
provide academic	Problem solving session		
1 -	Self instructional text books		
counselling for theory	Group study		
courses	Expert feedback		
Modes employed by			
the institution to			
provide academic	NIL		
counselling for			
practical courses			
Year	Second Year		
Semester	#		

## Contact time for B.com – 2nd Year School of Commerce and Management August 2020- April 2021

Counselling	Counselling	Course Code	Theory (T) and Practical (P).
Session No.	Date	COM 208: Accountancy Part I	Timings : (1 hour session each)
		ECO 201: Business Economics	Morning session: 10:30 AM to 13:30 PM
		COM 210: Business Law	Break : 13:30 PM to 14:00 PM
		MGM 105: Management Science	Evening Session: 14:00 PM to 17:00 PM
	. 70	COM 212: Business Organisation	
100		and Administration	
	100	MGM 224: Managerial Economics	
		(OR)	
		MGM 225: Business	
		communication	
1	02/08/2020	COM 208	Bank Reconciliation Statement
		ECO 201	Basic concepts: Plant Firm and Industry,
		COM 210	objectives of firms
		MGM 105	Indian Contract Act 1872 : Part -1
			Management : Meaning, Importance, Necessity,
		COM 212	Features and Scope
		MGM 224	Commercial Organization types
		MGM 225	Managerial Economics: Nature, Objectives and
			Scope Communication Process
2	09/08/2020	COM 208	Trade Bills: Bills of exchange
		ECO 201	Factors influencing decision making of a firm
100		COM 210	Indian Contract Act 1872 : Part -1
-		MGM 105	Management: Meaning, Importance, Necessity,
			Features and Scope
		COM 212	Process of Industrialization and Factors deciding
			the process
		MGM 224	Economical Analysis
		MGM 225	Communication Process
3	16/08/2020	COM 208	Depreciation
		ECO 201	Size of firm : Measure and Determinants

		COM 210	Indian Contract Act 1872 : Part -2
	N	IGM 105	Study of Management Thoughts
	C	COM 212	Progress of Industrialisation and Regional
	N	IGM 224	Imbalances
	N	IGM 225	Methods of Economical Analysis
			Principles of communication
4 23/08/	2020	OM 208	Partnership
25/00/		ECO 201	•
			Small Scale Industry: Nature Importance and Problems
		COM 210	
		IGM 105	Indian Contract Act 1872 : Part -1
		OM 212	Study of Management Thoughts
		IGM 224	Localisation
	N	IGM 225	Basic concepts: Scarcity, Element of Time
			Media of Communication
5 30/08/	2020	COM 208	Partnership Final Accounts (Different
		107	Adjustments, Provisions and Appropriations)
	F	ECO 201	Concept of Demand and Nature, Changes in
/	7 11	11 11	Demand and Law of Demand
		COM 210	Negotiable Instruments Act 1881 : Part -1
		IGM 105	Responsibilities of Management and Levels of
		COM 212	Management Management and Levels of
			Decentralisation
		IGM 224	
	N	IGM 225	Basic concepts: Assumptions of Economic
			Theory
			Modern methods and Tools (Means) of
			Communication
6 06/09/	2020 C	COM 208	Partnership Final Accounts (Different
	//		Adjustments, Provisions and Appropriations)
	F	ECO 201	Elasticity of Demand, Demand Forecasting
		COM 210	Negotiable Instruments Act 1881 : Part -2
		IGM 105	Responsibilities of Management and Levels of
		COM 212	
			Management
0.7		IGM 224	Small scale Industries: Importance
	N	IGM 225	Nature of Managerial Decisions
			Importance and types of written communication
7 13/09/		COM 208	Partnership: Manufacturing Account, Trading
	F	ECO 201	Account
	C	COM 210	Production, cost of Production
	N	IGM 105	Sales of Goods Act 1930 : Part – 1
		COM 212	Development of Management
		IGM 224	Small scale Industries: Policy
		IGM 225	Methods of Studying Managerial Economics
	11	101/1 223	Importance and types of written communication
8 20/09/	2020	COM 208	Partnership: Profit and Loss Account and Balance
0 20/09/			
		ECO 201	Sheet  Proof From Point Floridity of County
		COM 210	Break Even Point, Elasticity of Supply
		IGM 105	Sales of Goods Act 1930 : Part – 2
		COM 212	Development of Management
		IGM 224	Size of Business unit
100	N	IGM 225	Some Basic Concepts: Plant, Firm, and Industry
			Types of letter writing
9 27/09/	2020	COM 208	Accounts of Admission of a Partner – Admission
			of partner in partnership firm, Capital in the form
		7979	of cash and kind, Profit Distribution, Goodwill
	1	ECO 201	Basic concepts, Price determination under perfect
	1	201	
		10M 210	competition
		COM 210	Factories Act 1948 : Part – 1
	-		Name and the state of the state
		IGM 105	Management Function : Planning
	C	OM 212	Business combination in India
	C M		

10	04/10/2020	COM 208	Revaluation of Assets and Liabilities, Adjustment
			reserve funds and losses, Decide the capitals of
			partners in their profit sharing ratio, Problems and
		ECO 201	Solutions
		COM 210	Monopoly, Oligopoly
		MGM 105	Factories Act 1948 : Part – 2
		COM 212	Management Function: Planning
		MGM 224	Business Capital and its Planning
		MGM 225	Business Decisions
			Reports
11	11/10/2020	COM 208	Retirement of a Partner: Introduction,
	400	ECO 201	Accounting Entries
		COM 210	Monopolistic competition, Price determination
		MGM 105	Industrial Dispute Act 1947
		COM 212	Management Function: Decision Making
		MGM 224	Fixed capital and Working Capital
		MGM 225	Concept of Demand
			Verbal communication
12	18/10/2020	COM 208	Repayment of a retired Partner, Death of a Partner
	7	ECO 201	Perfect and Imperfect competition
	7 0	COM 210	Consumer Protection 1986
		MGM 105	Management Function : Decision Making
		COM 212	Different methods of raising Capital
		MGM 224	Demand Analysis, Elasticity of Demand
		MGM 225	Verbal communication
13	25/10/2020	COM 208	Dissolution of a Partnership: Types of
			Dissolutions, Settlement of Accounts on
		ECO 201	Dissolution
		COM 210	Wage determination and Payment System
		MGM 105	Payment of Wages Act 1936
	V A	COM 212	Management Function: organizing
		MGM 224	Different firms providing Capital
		MGM 225	Demand Forecasting
			Barriers to Communication
	01/11/2020	COM 208	Transferring accumulated Profits and Losses,
1.0	10		Insolvency of Partner, Account Settlement
		ECO 201	Trade Unions, Industrial Disputes
		COM 210	Minimum Wages Act 1948
		MGM 105	Management Function : Organizing
		COM 212	Industrial Relations in India
		MGM 224	Cost of Production : Concept, Types and Curves
		MGM 225	Barriers to Communication
15	08/11/2020	COM 208	Accounts of Non-Profit Making Associations
		ECO 201	More Acquaintance with concept of Capital
		COM 210	1 - Francisco
		MGM 105	Management Function : Direction
		COM 212	Scientific Management
		MGM 224	Production Function
		MGM 225	Effective communication
16	15/11/2020	COM 208	Accounts of Professional Persons
		ECO 201	Discussion of Demand for Capital: New
	1 0 4		Investment and Replacement
-		COM 210	1
-		MGM 105	Management Function : Co-ordination
		COM 212	Rationalisation
		MGM 224	Break-even Point of Production, Supply
		MGM 225	Effective communication
17	22/11/2020	COM 208	Ziteeti (C communication
1	22/11/2020	ECO 201	Rate of Interest and Demand for Investment
		COM 210	Nate of interest and Demand for investment
		MGM 105	Management Function : Motivation
		IVIOIVI IUJ	management i unction i motivation

		COM 212	Personnel Management
		MGM 224	Market Conditions and Price-Output Decisions
		MGM 225	Communication and Human Relationships
18	29/11/2020	COM 208	•
		ECO 201	
		COM 210	Risk uncertainty and Investment Decisions
		MGM 105	Management Function: Control
		COM 212	Marketing Management
		MGM 224	Market Structure Analysis – 1
		MGM 225	Communications and Human Relationships
19	06/12/2020	COM 208	
	100	ECO 201	Internal and External Sources, Institutions
			supplying capital in India
	- / 1	COM 210	
		MGM 105	
	/100/	COM 212	Financial Management
	4 11	MGM 224	Market Structure Analysis – 2
		MGM 225	Importance of Communication in Managerial
			efficiency
20	13/12/2020	COM 208	
	1	ECO 201	Capital Market
		COM 210	
		MGM 105	
		COM 212	Production Management
		MGM 224	Price Determination Techniques
		MGM 225	Importance of Communication in Managerial
0.1	20/12/2020	COM 200	efficiency
21	20/12/2020	COM 208	
		ECO 201	
		COM 210	
		MGM 105	
		COM 212	AND AND AND
		MGM 224 MGM 225	Eigen The Desig Connect Debesies of Theory of
		MGM 225	Firm: The Basic Concept, Behavioural Theory of
	D 70		Firm, Business Behaviour of firm, Profit -
			Concept and Analysis, Capital Budgeting, Risks, Certainty and Uncertainty, Decisions of public
			Investments
			IIIvesullellis

ज्ञानगगा घरोघरी

Name of Programme	Bachelor of Commerce (B.Com.) English
Programme Code	G02
Level of Programme	Degree
Modes employed by	Face to face counselling sessions
the institution to	Use of audio and Video cassettes
provide academic	Problem solving session
counselling for	Self instructional text books
theory courses	Group study
•	Expert feedback
Modes employed by	
the institution to	
provide academic	NIL
counselling for	
practical courses	
Year	Third Year
Semester	\

## Contact time for B.com – 3<sup>rd</sup> Year School of Commerce and Management August 2020- April 2021

Counselling	Counselling	Course Code	Theory (T) and Practical (P).
Session No.	Date	COM 209: Accountancy Part II	Timings : (1 hour session each)
1		COM 220: Indian Economic	Morning session: 10:30 AM to 13:30 PM
		Environment	Break : 13:30 PM to 14:00 PM
		COM 221: Costing, Auditing &	Evening Session: 14:00 PM to 17:00 PM
		Taxation	
	70	COM 222: Human Resource	
100		Management	
		COM 306: Banking & Finance-	
		1	
		COM 307: Banking & Finance-	
		2	
		MGM 308: Marketing	
		Management-1	
		MGM 309: Marketing	
		Management-2	
1	02/08/2020	COM 209	Investment, Investment Account
		COM 220	Environment: Meaning, Definition and
		-	types, Various factors in Environment
		COM 221	Auditing: Definition, Nature, Objectives
	A THE REST	COM 222	and Advantages
-		COM 306	Human Resources: Meaning, Definitions
- N. III	Cont.		and Objectives
- I		COM 307	Commercial Banks: Origin of World Bank
- / -			and Evolution of Banking Business,
		MGM 308	Definition of Bank, Indigenous Bankers
			Money Market: Introduction, Meaning
			Importance and Features of Money Market
		MGM 309	Meaning Definition, Concept and
			Importance of Marketing, Meaning and
			Definition of Market, Difference between
			Market and Marketing

			Advertisement
2	09/08/2020	COM 209	Share Underwriter, Share Underwriter
		COM 220	Account
			Management of Environment, Environment
			man and Development, Environment and
		COM 221	quality of Economic Development
		COM 222	Errors, Mistakes and Frauds in Books of
		COM 306	Accounts
			Human Resources: Meaning, Definitions
		COM 307	and Objectives
			Primary and Secondary Functions of Banks,
			New Services provided by Modern Banks
		MGM 308	Sub Market in Money Market, Nature and
			Limitation of Indian Money Market,
			Developmental Changes in Indian Money
		MGM 309	Market
			Origin and Development of Marketing
/	Y		concept, Essential factors of Modern
			Marketing, Social Marketing, Global
	1 1		Marketing
			Advertisement
3	16/08/2020	COM 209	Hire Purchase System: Features, Definition,
	/ /		Advantages and Disadvantages
		COM 220	Concept, Factors and Importance Economic
			Environment, Economic Environment in
	-	COM 221	India
			Types of Audits and its Classification:
			Types of Auditing According to the nature
			of Audit Work, Difference between
		COM 222	Continuous Audit and Annual Audit, Interim
V - V		COM 306	Audit, Difference between Continuous and
1		COM 307	Interim Audit
		MGM 308	Human Resources: Importance and
		MGM 309	Functions
			Introduction, Principles of Banking
			Capital Market: Meaning, Importance and
- 1			Functions
			Marketing Environment : Introduction,
			Meaning
			Advertising Promotion : Meaning and
			Planning
4	23/08/2020	COM 209	Limitations of Hire Purchase System, Points
			to be considered for success of Hire
		COM 220	Purchase system
			Economic Planning in India, Changes in
			Economic Environment in Planning Phase,
			Economic Development in Planning Phase,
		COM 221	Failure of planning and Economic
			Environment
	A STATE OF THE PARTY OF THE PAR	COM 222	Audit of Cash Account, Balance Sheet
-		COM 306	Audit, Detailed Audit, Cost Audit, Joint
	Complete Act	COM 307	Audit, Proprietary Audit, Special Audit
100			Meaning Development and Characteristics
1		MGM 308	of Organization
		MGM 309	Process of Credit Creation and Balance
			Sheet of a Bank
			Difference between Money Market and
			Capital Market, Nature of Transactions in
			Capital Market
			Marketing Environment : Nature and Scope
			of Environment

			Advertising Budget, Advertising Media –
			Types and Selection, Evaluation of
5	20/00/2020	COM 200	Advertising Promotions
3	30/08/2020	COM 209	Hire Purchase System in India, Hire
		GOM 220	Purchase System and Accounting Method
		COM 220	Natural Resources, Forest Resources in
			India, Water Resources in India
		COM 221	Audit Programme, Audit Note Book,
			Internal Check and Control, Internal Audit
	1000	COM 222	Meaning Development and Characteristics
	1	COM 306	of Organization
		COM 307	Introduction, Opening and Operation of
			Bank Accounts
		MGM 308	Nature and Limitations of Indian Capital
		MGM 309	Market, Developmental Changes in Indian
			Capital Market
			Marketing Management and Planning
	F (1)		Organization of Advertising Agency
6	06/09/2020	COM 209	Instalment Purchase System : Meaning,
O	00/07/2020	CON 20)	Features, Merits and Demerits
-	1 1	COM 220	Energy Resources in India, Mineral
	1 1	COWI 220	Resources in India, Other Natural Resources
		COM 221	
		COM 221	Checking and Vouching
		COM 222	Types of Organizations and Evaluation
		COM 306	Types of Checks and Methods of
			Remittance, Bank Customers and
			Precautions taken by the Bankers while
1		COM 307	dealing with them
			Foreign Exchange Market: Meaning,
		MGM 308	Importance and Features
V - V		MGM 309	Marketing Management and Planning
1 1			Organization of Advertising Agency
7	13/09/2020	COM 209	Comparison between Hire Purchase System
			and Instalment Purchase System,
			Accounting of Instalment Purchase System
100		COM 220	Agricultural Output : Introduction, Size of
. 100			Land Holding, Utilization of Land
70		COM 221	Verification and Valuation of Assets and
		COM 222	Liabilities
		COM 306	Job Design Enrichment and Techniques
		CON 300	Introduction, What is Creating a Charge,
		COM 307	Modes of Creating a Charge – Lien, Pledge,
		COM 307	
			Mortgage, Hypothecation Participants in the Foreign Exchange
		MCM 200	
		MGM 308	Market, Transactions in Foreign Exchange
		MGM 309	Market, Indian Foreign Exchange Market
			Market Segmentation and Target Marketing
	20/00/2020	0015500	Sales Forecasting
8	20/09/2020	COM 209	Farm Accounts -1 : Agricultural Business
	A Residence of the last		and Animal Husbandry, Dairy Farming
		COM 220	Cropping Pattern, Agricultural Productivity
	9	COM 221	Company Auditor: Qualification,
2	6.4		Disqualification, Appointment and
3	-	COM 221 COM 222	Disqualification, Appointment and Remuneration of an Auditor
3	-		Disqualification, Appointment and
71	-	COM 222	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process
7		COM 222 COM 306	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process Types of Assets eligible to create Charge,
3		COM 222	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process Types of Assets eligible to create Charge, Precautions while extending loans against
71	-	COM 222 COM 306	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process Types of Assets eligible to create Charge, Precautions while extending loans against Securities
41		COM 222 COM 306	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process Types of Assets eligible to create Charge, Precautions while extending loans against Securities Indian Finance Corporation of India (IFCI),
71		COM 222 COM 306	Disqualification, Appointment and Remuneration of an Auditor Job Analysis: Need and Process Types of Assets eligible to create Charge, Precautions while extending loans against Securities

		MGM 309	(ICICI), Industrial Development Bank of India (IDBI) Market Segmentation and Target Marketing Sales Forecasting
9	27/09/2020	COM 209 COM 220	Poultry Farming, Fishery, Farm Accounting Industry: Introduction, Development and
		COM 221	Problems of small Industries during Post Independence
			Status of a Company Auditor, Removal of an Auditor, Precautions to be taken for
	11	COM 222 COM 306	appointment of an Auditor, Qualities of an Auditor
		COM 307	Job Description: Clarity and Specification Introduction, Indian commercial Banking
			Structure, Report of Narasimham Committee (1991)
	/ /	MGM 308	National Bank of Agricultural and Rural Development (NABARD), Small Industries
	1 1.5	MGM 309	Development Bank of India (SIDBI), Export-Import Bank of India (EXIM),
			National Housing Bank (NHB) Marketing Mix: Introduction, Definition &
			Meaning, Product, Classification of Product, Product innovation
10	04/10/2020	COM 209	Salesmanship and Sales Promotion Farm Accounts – 2 : Cashbook/Ledger of
10	04/10/2020	COM 220	Agricultural Industry, Trial Balance of Agricultural Industry
		CON 220	Development and Problems of large
		COM 221	Industries during Post Independence, Review of Industrial Policy during Post
		COM 222	Independence
		COM 306	Cost Accounting: Introduction, Concepts and Definition
	1	COM 307	Human Resource : Planning, Manpower Planning
		MGM 308 MGM 309	Important Changes in Indian Banking Sector after 1991-92, Narasimham Committee - 2
		WGW 30)	International Financial Institutions : Need, International Monetary Fund (IMF)
			Marketing of Services
			Salesmanship and Sales Promotion
11	11/10/2020	COM 209	Final Accounts of Agricultural Industry, Objectives and Nature Farm Accounting,
		COM 220	Balance Sheet Infrastructure Development : Introduction,
		COM 221	Infrastructure and Economic Development, Energy
		COM 222	Objectives and Advantages of Cost
		COM 306	Accounting, Objections to Cost Accounting and their Remedies
	6	COM 307	Human Resource Planning : Recruitment of Employees
		MGM 308 MGM 309	Laws Regulating to Bank: Introduction, Banking Regulation Act 1949, Negotiable Instrument Act 1881 International Bank for Reconstruction and
			Development, International Financial Corporation, Asian Development Bank Marketing of Services Management of Sales Executive: Hiring of

			Salesman – Idea, Selection of Salesman –
			Idea, Training of Salesman
12	18/10/2020	COM 209	Company Accounts – 1 : Definition,
			Features of Company, Formation of
		COM 220	Company, Types of Companies
			Electricity, Transportation and its
		COM 221	Development, Communication System
		COM 222	Comparison between Financial and Cost
			Accounting
		COM 306	Employee Selection : Meaning, Process,
	100	G0) / 40F	Decision and Evaluation
	100	COM 307	Deposit Insurance and Credit Guarantee
			Corporation Act 1962, Foreign Exchange Act 1999
		MGM 308	Institutions related to Financial Markets:
		MGM 308 MGM 309	Securities Exchange Board of India (SEBI),
- /	10	MGM 309	SEBI and Regulation of Securities Markets,
	7 (1		SEBI and Investors' Interest Protection
			Marketing Information System:
- /	1 1 5		Introduction and Meaning
	1 1		Remuneration of Salesman, Motivation of
	1		Salesman, Supervision and Evaluation of
	7.5	78.	Salesman's work
13	25/10/2020	COM 209	Capital of a Company, Types of Capital,
			Definition-Features and Types of Shares
	-	COM 220	Economic Policies in India: Introduction,
		COM 221	Monetary Policy
1		COM 222	Cost Unit and Cost Centre
		G0) / 40 /	Employee Selection: Meaning, Process,
\ \\		COM 306	Decision and Evaluation
1 /		COM 207	RRB's: Introduction and Need of Regional
1	100	COM 307	Rural Banks, Structure and Organization of RRB's
0 1		MGM 308	Credit Rating Institution, Indian Credit
		WIGIVI 500	Rating CRISIL, Depository Institution
704		MGM 309	Components and Functions of Marketing
100			Information Systems
70			Consumer Behaviour : Introduction,
			Definition and Meaning, Importance of
			Consumer Behaviour
	01/11/2020	COM 209	Company Accounts – 2 : Allotment of
			Shares, Calls on Shares, Methods of Issue of
		COM 220	Shares
		0014 221	Fiscal Policy, Policy regarding Foreign
		COM 221	Trade and Foreign Capital
		COM 222 COM 306	Cost Unit and Cost Centre
		COM 306 COM 307	Orientation and Planning
		MGM 308	Progress of RRB's, Drawbacks and Measures of RRB's
		IVIOIVI JUO	Financial Institutions other than Banks
		MGM 309	Marketing Research : Concept, Objectives,
-	(C)	1410141 307	Components and Need
200			Consumer Buying Process, Factors affecting
1	170		Consumer Buying Process, Determinants of
			Consumer Behaviour
15	08/11/2020	COM 209	Share Capital Transactions, Forfeiture of
			Shares and Reissue of Forfeited Shares
		COM 220	Policies Regarding Population, Human
			Resource Development and Labour
		COM 221	Elements of Cost and Cost Sheet
		COM 222	Orientation and Planning

		COM 306	Indian Cooperative Banks : Introduction,
			PAC's, DCCB's, SCB's
		COM 307	Financial Institutions other than Banks
		MGM 308	Marketing Research: Types, Process,
			Advantages and Limitations
		MGM 309	Organizational Buying Behaviour:
			Introduction, Meaning and Definition,
			Features of Organizational Buying
			Behaviour
16	15/11/2020	COM 209	Insurance Company Accounts -1:
	1		Introduction, Concept, Types of Insurance
			Business, Books of Accounts to be kept as
		COM 220	per Insurance Act
			Planning in India: Introduction, Five Year
		COM 221	Plans in India – The Background
		COM 222	Elements of Cost and Cost Sheet
		COM 306	Training and Development
			Urban Credit Societies, Cooperative Credit
		COM 307	Societies, State Agricultural Banks and
		MGM 308	Rural Development Banks (LDB's)
		MGM 309	Introduction, Loan Proposal and Project
			report
			Marketing Control : Introduction, Meaning,
			Objectives
			Organizational Buying Process, Factors
	4		Affecting Organizational Buying Process
17	22/11/2020	COM 209	Insurance Company Accounts -2:
17	22/11/2020	COM 209	Introduction, Revenue Account, P&L
			Account, P&L Appropriation, Revenue
		COM 220	Account (life Insurance), Balance Sheet
1		COM 221	Brief Review of Five Year Plans
1 1		COWI 221	The Income Tax Act 1961: Definition,
\ \ \		COM 222	Meaning, Features and Types of Taxation
10. 1		COM 306	Training and Development
		COM 300 COM 307	RBI : Introduction, Evolution of Central
		MGM 308	
		MGM 308	Banking in India
		MCM 200	Project Evaluation, Loan Recovery
		MGM 309	Scopes & Techniques of Marketing Control,
			Marketing Control Process
			Introduction, Meaning and Importance
			of Consumer Satisfaction,
			Consumer/Customer Service –
10	20/11/2020	GOM 200	Meaning and Scope
18	29/11/2020	COM 209	Banking Company Final Accounts
		COM 220	Achievements of Planning
		COM 221	Scope and Objectives of Income Tax,
		00111	Structure of Taxation in India
		COM 222	Performance Appraisal
		COM 306	RBI : Organization and Management
		COM 307	Revision
-		MGM 308	Importance of Marketing Control, Essentials
	6-4		of Effective Marketing Control
F-7		MGM 309	Customer's Objections/Complaints or
			Grievances, Methods of settlement of
			Customer's Objections or Grievances
19	06/12/2020	COM 209	Banking Company Final Accounts
		COM 220	Failures of Planning
		COM 221	Features of Taxation Structure in India,
			Canons of Taxation, Tax Structure in India
		COM 222	Job Evaluation
		COM 306	Functions of RBI
		COM 306	Functions of RBI

		COM 307	Revision
		MGM 308	Revision
		MGM 309	Marketing Audit : Introduction, Meaning
		WGW 309	and Definition, Features of Marketing Audit
20	13/12/2020	COM 209	Introduction to computerised Accounting
20	13/12/2020	COM 220	Revision
		COM 221	Definitions in Income Tax Act 1961 and
		CON 221	Capital and Revenue Expenditure
		COM 222	Revision
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		COM 300	RBI and Credit Control: Introduction,
	100	COM 207	Objectives of Credit Control, Quantitative
		COM 307	Credit Control - Bank Rate Policy
		MGM 308	Revision
		MGM 309	Revision
	20/42/2020	201100	Process of Marketing Audit
21	20/12/2020	COM 209	Introduction to computerised Accounting
	13	COM 220	Revision
	7	COM 221	Definitions in Income Tax Act 1961 and
			Capital and Revenue Expenditure
		COM 222	Revision
	1	COM 306	Open Market Operations, Variations CRR,
	1		Qualitative Credit Control
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	1	MGM 308	Revision
		MGM 309	Important Factors of Marketing Audit



Student Services Division, Y.C.M. Open University, Nashik.