



**Yashwantrao Chavan Maharashtra Open University, Nashik – 422 222**

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

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

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

ज्ञानगंगा घरोघरी

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

<b>Counselling Session No.</b>	<b>Counselling Date</b>	<b>Course Code</b> COM107: Elements of Statistics MAR102: English for Business HEN101: Foundation Course in English and Hindi GKN101: General Knowledge and Social Awareness COM106: Commerce COM211: Office Management	<b>Theory (T) and Practical (P).</b> <b>Timings : (1 hour session each)</b> <b>Morning session: 10:30 AM to 13:30 PM</b> <b>Break: 13:30 PM to 14:00 PM</b> <b>Evening Session: 14:00 PM to 17:00 PM</b>
1	02/08/2020	COM107 ENG 102 HEN 101 GKN 101 COM 106 COM 211	Introduction & Meaning of Statistics, Descriptive and Inferential Statistics Understanding Yourself – Introduction हिंदी : राष्ट्रभाषा राजभाषा और संपर्क भाषा Culture, Religion and Science Introduction to Economics - Definitions of Economics, Economic Problems and Solutions to Economic Problems, Nature of Economics Office – Meaning, Importance and Concept, Functions of an Office, Divisions and Departments in an Office
2	09/08/2020	COM107 ENG 102 HEN 101 GKN 101 COM 106 COM 211	Functions, Importance and Limitations of Statistics Understanding Yourself – Discussion हिंदी की शब्दावली Rationalism, Relation between Religion and Science : Conflict and Coordination Factors of Production, Returns on Factors of Production, Demand Analysis Office : Place and Internal Layout
3	16/08/2020	COM107 ENG 102 HEN 101 GKN 101 COM 106 COM 211	Organising a Sample Survey - Introduction & Different Methods of Sampling Analyse Your Communication – Introduction, Elements of the Communication Process, Communication Barriers हिंदी की वाक्यरचना और उसके प्रकार Environment and Pollution Supply Analysis, Price Determination Office Procedures
4	23/08/2020	COM107 ENG 102 HEN 101 GKN 101 COM 106 COM 211	Sources of Statistical Data - Primary Data, Secondary Data Analyse Your Communication - Transactional Analysis, Types of Transactions, Summary and Conclusion प्रयोजनमूलक हिंदी Nature of Pollution, Types of Pollutions, Reasons, 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 Office Procedures

5	30/08/2020	COM107 ENG 102 HEN 101 GKN 101  COM 106  COM 211	Classification – Introduction, Meaning of Classification, Objectives of Classification, Types of Classification अनुवाद Background of Education in Ecology, Environmental Policy and Laws Regarding Environment World Trade Organisation (WTO) 1995, E-Commerce Office Manager
6	06/09/2020	COM107 ENG 102  HEN 101 GKN 101 COM 106 COM 211	Frequency Distribution and Terms Relating to it The Secrets of Active Listening – Introduction, Listening Barriers, Bad Listening Habits vocabulary and usage Physical Health Stages in E-commerce transactions Office Organisation
7	13/09/2020	COM107 ENG 102  HEN 101 GKN 101 COM 106  COM 211	Types of Frequency Distribution The Secrets of Active Listening - Active Listening, Summary and Conclusion structures of sentences and their transformations Mental Health Types of E-commerce transactions, Advantages of E-commerce, Limitations of E-commerce Office Organisation
8	20/09/2020	COM107 ENG 102  HEN 101 GKN 101 COM 106 COM 211	Bivariate Frequency Distribution Small Group Communication – Introduction, Process of Group Communication reading comprehension Human Rights Globalisation, Advantages & Disadvantages of Globalisation Work Culture and Office Employees
9	27/09/2020	COM107  ENG 102 HEN 101 GKN 101 COM 106  COM 211	Tabulation – Introduction, Meaning & Importance of Tabulation, Types of Tables Group Culture and Member Roles, Stages of Conversation communication : oral and written Declaration of Human Rights Evolution of Commerce – (2) Introduction, What is Money?, Functions of Money, Evolution of Money Work Culture and Office Employees
10	04/10/2020	COM107 ENG 102  HEN 101 GKN 101  COM 106 COM 211	Tabulation - Construction of a Statistical Table Unproductive Conversations, Intercultural Communication, Summary and Conclusion Translation from marathi to english and vice versa Relationship between Independence and Development : Thoughts of Amartya Sen Pre-machine Age and Machine Age Office Training
11	11/10/2020	COM107 ENG 102  HEN 101 GKN 101 COM 106  COM 211	Diagrams – Introduction, Importance of Diagrammatic Representation & Principles of Preparing Diagrams Visuals and Body Language in Presentations – Introduction, Choosing a Visual Aid, Types of Visual Aids स्वाध्याय १: बोध प्रश्न (बहुविकल्पात्मक) Need for Public Education Procedure of Commerce – (1) Business, Area & Importance of Business Personnel Management
12	18/10/2020	COM107 ENG 102	Diagrams - Types of Diagrams, One Dimensional Diagrams

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

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

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

ज्ञानगंगा घरोघरी

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

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

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

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



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

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

ज्ञानगंगा घरोघरी

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

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

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

			Advertisement
2	09/08/2020	COM 209 COM 220  COM 221 COM 222 COM 306  COM 307  MGM 308  MGM 309	Share Underwriter, Share Underwriter Account Management of Environment, Environment man and Development, Environment and quality of Economic Development Errors, Mistakes and Frauds in Books of Accounts Human Resources : Meaning, Definitions and Objectives Primary and Secondary Functions of Banks, New Services provided by Modern Banks Sub Market in Money Market, Nature and Limitation of Indian Money Market, Developmental Changes in Indian Money Market Origin and Development of Marketing concept, Essential factors of Modern Marketing, Social Marketing, Global Marketing Advertisement
3	16/08/2020	COM 209  COM 220  COM 221  COM 222 COM 306 COM 307 MGM 308 MGM 309	Hire Purchase System: Features, Definition, Advantages and Disadvantages Concept, Factors and Importance Economic Environment, Economic Environment in India Types of Audits and its Classification : Types of Auditing According to the nature of Audit Work, Difference between Continuous Audit and Annual Audit, Interim Audit, Difference between Continuous and Interim Audit Human Resources : Importance and Functions Introduction, Principles of Banking Capital Market : Meaning, Importance and Functions Marketing Environment : Introduction, Meaning Advertising Promotion : Meaning and Planning
4	23/08/2020	COM 209  COM 220  COM 221  COM 222 COM 306 COM 307  MGM 308 MGM 309	Limitations of Hire Purchase System, Points to be considered for success of Hire Purchase system Economic Planning in India, Changes in Economic Environment in Planning Phase, Economic Development in Planning Phase, Failure of planning and Economic Environment Audit of Cash Account, Balance Sheet Audit, Detailed Audit, Cost Audit, Joint Audit, Proprietary Audit, Special Audit Meaning Development and Characteristics of Organization 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 Advertising Promotions
5	30/08/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Hire Purchase System in India, Hire Purchase System and Accounting Method Natural Resources, Forest Resources in India, Water Resources in India Audit Programme, Audit Note Book, Internal Check and Control, Internal Audit Meaning Development and Characteristics of Organization Introduction, Opening and Operation of Bank Accounts Nature and Limitations of Indian Capital Market, Developmental Changes in Indian Capital Market Marketing Management and Planning Organization of Advertising Agency
6	06/09/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Instalment Purchase System : Meaning, Features, Merits and Demerits Energy Resources in India, Mineral Resources in India, Other Natural Resources Checking and Vouching Types of Organizations and Evaluation Types of Checks and Methods of Remittance, Bank Customers and Precautions taken by the Bankers while dealing with them Foreign Exchange Market : Meaning, Importance and Features Marketing Management and Planning Organization of Advertising Agency
7	13/09/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Comparison between Hire Purchase System and Instalment Purchase System, Accounting of Instalment Purchase System Agricultural Output : Introduction, Size of Land Holding, Utilization of Land Verification and Valuation of Assets and Liabilities Job Design Enrichment and Techniques Introduction, What is Creating a Charge, Modes of Creating a Charge – Lien, Pledge, Mortgage, Hypothecation Participants in the Foreign Exchange Market, Transactions in Foreign Exchange Market, Indian Foreign Exchange Market Market Segmentation and Target Marketing Sales Forecasting
8	20/09/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308	Farm Accounts -1 : Agricultural Business and Animal Husbandry, Dairy Farming Cropping Pattern, Agricultural Productivity Company Auditor : Qualification, 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), State Finance Corporations (SFC), Industrial Credit and Investment Corporation of India

		MGM 309	(ICICI), Industrial Development Bank of India (IDBI) Market Segmentation and Target Marketing Sales Forecasting
9	27/09/2020	COM 209 COM 220  COM 221  COM 222 COM 306  COM 307  MGM 308  MGM 309	Poultry Farming, Fishery, Farm Accounting Industry : Introduction, Development and Problems of small Industries during Post Independence Status of a Company Auditor, Removal of an Auditor, Precautions to be taken for appointment of an Auditor, Qualities of an Auditor Job Description : Clarity and Specification Introduction, Indian commercial Banking Structure, Report of Narasimham Committee (1991) National Bank of Agricultural and Rural Development (NABARD), Small Industries 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 Salesmanship and Sales Promotion
10	04/10/2020	COM 209  COM 220  COM 221 COM 222 COM 306  COM 307  MGM 308 MGM 309	Farm Accounts – 2 : Cashbook/Ledger of Agricultural Industry, Trial Balance of Agricultural Industry Development and Problems of large Industries during Post Independence, Review of Industrial Policy during Post Independence Cost Accounting : Introduction, Concepts and Definition Human Resource : Planning, Manpower Planning Important Changes in Indian Banking Sector after 1991-92, Narasimham Committee - 2 International Financial Institutions : Need, International Monetary Fund (IMF) Marketing of Services Salesmanship and Sales Promotion
11	11/10/2020	COM 209  COM 220  COM 221  COM 222 COM 306  COM 307  MGM 308 MGM 309	Final Accounts of Agricultural Industry, Objectives and Nature Farm Accounting, Balance Sheet Infrastructure Development : Introduction, Infrastructure and Economic Development, Energy Objectives and Advantages of Cost Accounting, Objections to Cost Accounting and their Remedies Human Resource Planning : Recruitment of Employees 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 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Company Accounts – 1 : Definition, Features of Company, Formation of Company, Types of Companies Electricity, Transportation and its Development, Communication System Comparison between Financial and Cost Accounting Employee Selection : Meaning, Process, Decision and Evaluation Deposit Insurance and Credit Guarantee Corporation Act 1962, Foreign Exchange Act 1999 Institutions related to Financial Markets : Securities Exchange Board of India (SEBI), SEBI and Regulation of Securities Markets, SEBI and Investors’ Interest Protection Marketing Information System : Introduction and Meaning Remuneration of Salesman, Motivation of Salesman, Supervision and Evaluation of Salesman’s work
13	25/10/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Capital of a Company, Types of Capital, Definition-Features and Types of Shares Economic Policies in India : Introduction , Monetary Policy Cost Unit and Cost Centre Employee Selection : Meaning, Process, Decision and Evaluation RRB’s : Introduction and Need of Regional Rural Banks, Structure and Organization of RRB’s Credit Rating Institution, Indian Credit Rating CRISIL, Depository Institution Components and Functions of Marketing Information Systems Consumer Behaviour : Introduction, Definition and Meaning, Importance of Consumer Behaviour
	01/11/2020	COM 209 COM 220 COM 221 COM 222 COM 306 COM 307 MGM 308 MGM 309	Company Accounts – 2 : Allotment of Shares, Calls on Shares, Methods of Issue of Shares Fiscal Policy, Policy regarding Foreign Trade and Foreign Capital Cost Unit and Cost Centre Orientation and Planning Progress of RRB’s, Drawbacks and Measures of RRB’s Financial Institutions other than Banks Marketing Research : Concept, Objectives, Components and Need Consumer Buying Process, Factors affecting Consumer Buying Process, Determinants of Consumer Behaviour
15	08/11/2020	COM 209 COM 220 COM 221 COM 222	Share Capital Transactions, Forfeiture of Shares and Reissue of Forfeited Shares Policies Regarding Population, Human Resource Development and Labour Elements of Cost and Cost Sheet Orientation and Planning

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



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



  
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