

**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 - 25**

**Department: BMS    Class: F.Y.B.Com (Management Studies)    Semester: II**

**Subject: Principles of Management – II    Name of the Faculty: Dr Reena Vora**

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 24	<b>Module 1: Functions of Management-III</b>  Review of PODSCORB, Staffing – Factors, Importance, Recruitment- Sources, Selection – Concept, Process. Employment Tests, Types of Interviews.  Delegation of Authority- Meaning, Need, Principles, Barriers, Direction – Concept, Features and Principles.	Quiz	16
Dec 24	<b>Module 2: Functions of Management – IV</b>  Motivation- Meaning, Factors and Importance., Leadership-Styles and Qualities of Successful Leader, Contributions of Indian Leaders to the field of Management.  Co-ordination – Concept and Features, Types, Importance, Criteria for successful coordination, Constraints., Controlling -Concept, Steps, Tech	Group Discussion	14
Jan 25	<b>Module 3: Managerial Opportunities and Challenges -I</b>  Change Management- Concept, Cycles of Change Management as per Kurt Lewin, Time Management – Importance, Techniques, Murphy's Law.  Conflict Management – Management of Conflict, Causes of conflict, Types, Process, Techniques of conflict management, Skills for effective conflict management. Stress Management – Reasons for Stress, Ways to overcome stress, Concept of Eustress	Quiz	10
Feb 25	<b>Module 4: Managerial Opportunities and Challenges -II</b>  Work Life Balance- Meaning, Need, Importance of Work life Balance for managers, Green Management – Meaning, Objectives, Practices. Knowledge Management – Concept, Components, Benefits.	Group Discussion	10
March 25	<b>Module 4: Managerial Opportunities and Challenges -II</b> Talent Management – Concept, Importance, Process, Challenges, Best Practices. Management Information System- Concept, Functions, Importance	Quiz	10
	<b>Total Lectures</b>		<b>60</b>

Dr, Reena Vora

Ms. Mitali Shelankar

**Sign of Faculty**

**Sign of Co-ordinator**

**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 - 25**

**Department: BMS**

**Class: FYBMS**

**Semester: II**

**Subject: Global Management Theories Name of the Faculty: Mrunmayi V/Sneha C**

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 24	<b>Module 1: Introduction to Organizational Development and Global Motivation Theories</b> Organizational Development- Concept, Features, Components, Objectives, Values of organizational development. Organizational Development Interventions – Types and Problems, Organizational Development Models- Weisbord Six-box Model (Organizational Diagnosis)- McKinsey 7'S' Model (Organizational Design)	Quiz	8
December 24	<b>Module 1: Introduction to Organizational Development and Global Motivation Theories</b> Global Motivation Theories- Maslow Need Hierarchy Theory - Douglas McGregor Theory 'X' and 'Y'- William Ouchi Theory 'Z' - Victor Vrooms Expectancy Theory- Alderfer's, ERG Theory- David McClelland's Need Theory.	Group Discussion	6
January 25	<b>Module 2: Global Leadership Theories and Management Styles</b> Charismatic Leadership -Concept, Features of charismatic leaders, Advantages, Limitations, Managerial Grid – Blake and Mouton, Likert's four system leadership, Fiedler's contingency theory, Tannenbaum and Schmidt's Leadership Theory, Hersey and Blanchard's Situational Leadership Theory.	Quiz	5
February 25	<b>Module 2: Global Leadership Theories and Management Styles</b> Fiedler's contingency theory, Tannenbaum and Schmidt's Leadership Theory, Hersey and Blanchard's Situational Leadership Theory.	Debate	6
March 25	<b>Module 2: Global Leadership Theories and Management Styles</b> Indian Management Style, Japanese Management Styles, American Management Style, European Management Style.	Quiz	5
	<b>Total Lectures</b>		<b>30</b>

Mrunmayi V/ Sneha C

Ms. Mitali Shelankar

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**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 - 25**

**Department: B.Com (M&S)    Class: F.Y. B.Com (M&S) Div. A    Semester: II**

**Subject: Introduction to Banking**

**Name of the Faculty: Mr. Rahul Pandey**

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 24	<b>Module 1: Introduction to Banking</b> • <b>Banks</b> - Meaning, Evolution of Banking system, Need for Banks, Meaning and Functions of Commercial Banks, Co-operative Banking – Meaning and Types, Concept of Regional Rural Banks, Investment Banks – Concept and Functions, Public Sector Vs Private Sector Banks.	RBI Policy Analysis and Debate	8
Dec 24	<b>Module 1: Introduction to Banking</b> <b>Development Banks</b> – Role of IDBI, IDFC, IFCI, State Finance Corporations. Introduction to Central Bank- Functions of RBI, Role of RBI in Economic Development. Qualitative and Quantitative Techniques of Credit Control.	Quiz on Types of Banks	6
Jan 25	<b>Module 2: Modern Banking Facilities and Recent Trends</b> <b>Types of Bank Accounts, Modern Banking</b> – ATM, Debit Card, Credit Card, Tele Banking, Internet Banking, UPI, Payment Wallets, Advantages of Digitalization in Banking.	Group Presentation	6
Feb 25	<b>Module 2: Modern Banking Facilities and Recent Trends</b> <b>KYC norm in Banking</b> – Need and Documents, Banking Ombudsman Scheme	Digital Banking Experience Simulation	6
March 25	<b>Module 2: Modern Banking Facilities and Recent Trends</b> Risk Management in Banking –Features, Importance and Tools for Risk Management.	Group Presentation	4
	<b>Total Lectures</b>		<b>30</b>

Mr. Rahul Pandey  
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Dr. Mitali Shelankar  
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**M. L. Dahanukar College of Commerce(Autonomous)**

**Teaching Plan: 2024 – 25**

**Department: BMS      Class:F.Y.B.Com (Management Studies)**

**Semester: II                      Subject: Macro Economics**

**Name of the Faculty: Miss. Supriya Gupta**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Addition al Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
NOV - DEC 24	Macroeconomics: Meaning, Scope and Importance. Circular Flow of Aggregate Income and Expenditure: Closed and Open Economy Models. The Measurement of National Product: Meaning and Importance - Conventional and Green GNP and NNP Concepts - Relationship between National Income and Economic Welfare.	PROJECT  &  PRESENTATION	07
JAN 25	Trade Cycles -Features and Phases. The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply - Consumption Function - Investment Function- Effects of Investment Multiplier on Changes in Income and Output.	PROJECT  &  PRESENTATION	08
FEB 25	Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money. Demand for Money: Classical and Keynesian Approaches and Keynes' Liquidity Preference theory of Interest, Money and Prices: Quantity Theory of Money - Fisher's Equation of Exchange - Cambridge Cash Balance Approach.	PROJECT  &  PRESENTATION	08
MAR 25	Inflation: Demand-Pull Inflation and Cost-Push Inflation- Effects of Inflation- Nature of Inflation in a Developing Economy. Monetary Policy: Meaning, Objectives and Instruments, Inflation Targeting.	PROJECT  &  PRESENTATION	07
	<b>Total Lectures</b>		30

Supriya Gupta

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Mrs. Mitali Shelankar

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**Teaching Plan: 2024 - 25**

**Department: BMS    Class: F.Y.B.Com (Management Studies)**

**Semester: II                      Subject: MS OFFICE**

**Name of the Faculty: LEKSHMI PRASHANT**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 24	Module 1: Introduction: Creating/Saving of Document, Editing and Formatting Features, designing a title page, Preparing Index, Use of SmartArt, Cross Reference, Bookmark and Hyperlink. • Mail Merge Feature.	Class Test, Practical, QA Session on daily basis, Quiz	8
Dec 24	Spreadsheet Application: Creating/Saving and editing spreadsheets, Drawing charts. • Using Basic Functions: Text, Math & Trig, Statistical, Date & Time, Database, Financial, Logical.	Class Test, QA Session on daily basis, Practical, Quiz	7
Jan 25	Using Advanced Functions, Use of VLookup / HLookup Data Analysis – Sorting Data, Filtering Data (AutoFilter, Advanced Filter) • What-if Analysis (Data Tables / Scenarios),	Class Test, QA Session on daily basis, Practical, Quiz	5
Feb 25	Creating Sub-totals and Rand Totals, Pivottable/chart, Goal Seek. • Presentation Software: Creating a presentation with minimum 20 slides with a script.	Class Test, QA Session on daily basis, Practical, Quiz	5
March 25	Presenting in different views, Inserting Pictures, Videos • Animation, Slide Transitions, Timed Presentations, Rehearsal of presentation.	Class Test, QA Session on daily basis, Practical, Quiz	5
	<b>Total Lectures</b>		30

Mrs. Lekshmi Prashant

Dr.Mitali Shelankar

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**Sign of Co-ordinator**

**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 - 25**

**Department: B.M.S.**

**Class: F.Y. B.Com (Management Studies)**

**Semester: II**

**Subject: Quantitative Methods-II**

**Name of the Faculty: Mrs. Anushri Joshi**

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
November24	<b>Module 1</b> : Elementary financial mathematics-  A) -1) Simple Interest 2) Compound Interest 3) Annuity (Accumulated value and Present value)	Assignments	6
December24	Applications of annuity-Sinking fund and E.M.I.  B) Determinants – value of the determinant of order $2 \times 2$ and $3 \times 3$ , Cramer's Rule  C) Matrices – Types of matrices, Operations on matrices, Inverse of the matrix by Adjoint method, Solving system of linear equations by Inversion Method	Quiz	6
January25	<b>Module 2</b> : A) Functions – Concept, Types of functions, applications of function – Commercial Functions.  B) Derivatives: Concept, Rules of derivatives. problems	Assignments	8
February25	C) Applications of Derivatives:	Quiz	6
March25	Applications of derivatives		4
	<b>Total Lectures</b>		<b>30</b>

Anushree Joshi

Ms. Mitali Shelankar

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**M.L.Dahanukar College Of Commerce**

**Teaching Plan: 2024-25**

**Department: BMS    Class: FYBMS    Semester: II**

**Subject: COMMUNICATION SKILLS-II**

**Name of The Faculty: LYDIA V. KALGUTKAR**

<b>Month</b>	<b>Topics To Be Covered</b>	<b>Additional Activities Planned / Done</b>	<b>Number Of Lectures (Of 60 Minutes)</b>
Nov 24	Business Etiquettes- Cubical, Office, Mobile, Telephone, Internet, Meal, Card & Handshake Letters- Sales, Consumer Grievance, Email-Writing	Meal Etiquettes (Practical)	04
Dec 24	Letters- RTI, Adjustment Letters, Promotional Leaflets, Permission, Invitation & Thank-You letters	Email Drafting	06
Jan 25	Corporate Communication- Concept, Types, Channels, Presentation Skills & Public Speaking	Presentation	08
Feb 25	Conflict Management, Negotiation Skills, Win-Win Outcomes, Leadership Communication- Goal Achievements, Achieving Organization's Vision & strategies.	Role Play	07
March 25	Communication Dynamics, Team Collaboration, Team Leadership, Decision Making, Problem Solving Strategies, Crisis Management.	Survival Situation  Game- What if instances	05
	<b>Total Lectures</b>		<b>30</b>

Lydia K

**Sign Of Faculty**

Dr. Mitali Shelankar

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**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 – 25**

**Department: BMS Class: FYBMS**

**Semester: I**

**Subject: Fundamentals of Managerial Value**

**Name of the Faculty: Mrunmayi Vengurlekar**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
<b>November 24</b>	<b>Module 1: Understanding Ethics and Values</b> Meaning and Relationship between Morality, Ethics and Values. Role of Family, Education and Socialization in value formation, Organization and its customers, Organization and its employees,	<b>Case Study</b>	<b>05</b>
<b>December 24</b>	<b>Module 1: Understanding Ethics and Values</b> <b>Organization and its environment.</b> -Types of ethics, Scope of Ethics, Personal Vs Professional Ethics.	<b>Discussion</b>	<b>10</b>
<b>January 25</b>	<b>Module 1: Understanding Ethics and Values</b> <b>Normative ethical theories</b> (e.g., Utilitarianism, Deontology, Virtue Ethics), Descriptive ethical theories (e.g., Ethical egoism, Ethical relativism)  <b>Module 2: Managing Business Workplace ethics-</b> concept, benefits, guidelines to promote work place ethics. Ethical issues faced by HR Manager,	<b>Presentation</b>	<b>10</b>
<b>February 25</b>	<b>Module 2: Managing Business</b> Finance manager, Marketing manager, Ethical Issues and Marketing mix. Emotional, Social and Intelligence quotient – Concept and Importance. Ethical Leadership- Concept, Importance,	<b>Quiz</b>	<b>03</b>
<b>March 25</b>	<b>Module 2: Managing Business</b> Principles and Traits of Ethical Leaders, Case Studies on ethical leadership in Indian and Global context, 4 V Model of ethical leadership, Ethical dilemmas in business and ways to cope up.	<b>Debate</b>	<b>02</b>
	<b>Total Lectures</b>		<b>30</b>

Ms. Mrunmayi Vengurlekar

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**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2024 - 25**

**Department: BMS Class: F.Y.B.Com (Management Studies)**

**Semester: II Subject: Introduction to cost accounting**

**Name of the Faculty: Ms. Riteeka Rajeshwar Kamble**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 24	<b>Module 1: Introduction to Cost Accounting</b> Cost Accounting- Definition. Scope, Advantages, Cost Accounting Vs Financial Accounting,	Quiz	<b>4</b>
Dec 24	<b>Module 1: Introduction to Cost Accounting</b> Classification of Cost, Cost Sheet (Simple problems in Cost Sheet).	Quiz	<b>6</b>
Jan 25	<b>Module 1: Introduction to Cost Accounting</b> Material Cost – Concept, Functions of purchase department Valuations methods - FIFO & Weighted Methods of Pricing, Economic Ordering quantity (Simple Problems).	Presentation	<b>6</b>
Feb 25	<b>Module 2: Techniques of Costing</b> Marginal Costing - Meaning, advantages, limitations, application. Breakeven analysis and profit volume graph. Simple problems on based on Marginal Costing.	Assignments	<b>7</b>
March 25	<b>Module 2: Techniques of Costing</b> Budgetary Control – Meaning, Advantages, Limitations, Functional Budgets -Simple problems on Production, Sales, Cash and Flexible Budget.	Assignments	<b>7</b>
	<b>Total Lectures</b>		<b>30</b>

Ms. Riteeka Rajeshwar Kamble

**Sign of Faculty**

Dr.Mitali Shelankar

**Sign of Co-ordinator**