

M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Principles and Practices of Banking Institutions

Name of the Faculty: Oberoi H. S

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	General Banking Operations	Quiz	16
July 25	Functions of Bank	Case Studies	14
August 25	Banking Technology	News Paper Articles Discussion	20
September 25	Regulatory and Ethical Landscape of Modern Banking	Rapid Revision	10
	Total Lectures		30

H.S. Oberoi

Dr. Mitali Shelankar

Sign of Faculty

Sign of Coordinator

M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Kruti Vyas

Name of the Faculty: Business Law

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Contract Act, 1872 Agreement and Contract – Definition, Essentials, types, Proposal and Acceptance – Definition, Rules of valid proposal and acceptance, types of proposals, communication and revocation of proposal and acceptance.	Case Studies	07
July 25	Capacity to Contract – who is competent to contract, agreements by minors, agreements by persons of unsound mind, agreements by persons disqualified by law, Consideration - meaning and definition, legal rules as to consideration, No Consideration, no contract, Doctrine of privity of contract, types of considerations, Consent and Free Consent – definition of consent and free consent, coercion, undue influence, fraud, misrepresentation, mistake	Group Discussion	07
August 25	Module 2: The Indian Partnership Act, 1932 Concept of Partnership – Partnership and Company distinction, Essentials of partnership, Test of partnership, types of partnerships and partners, Registration and effect of non-registration of partnership, Rights and duties of partners.	Quiz	10
September 25	Authority and liabilities of partners, Admission, Retirement and Expulsion of partner. Dissolution of partnership	Case Studies	06
	Total Lectures		30

Kruti Vyas

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject Evolution of Numismatic I

Name of the Faculty: Dr. Pragalbh Jha

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Introduction, Scope and early history of Indian Numismatics- Origin, role and early history of the money economy and coinage in India: Origins of Modes of Exchange, Barter Economy, Modes of Exchange in the Proto Historical Period, Origins of Money Economy in India, Nature and Typology of Silver Punch Marked Coins - Janapada Series, Nature and Typology of Silver and Copper Punch Marked Coins-Imperial Series.	Case Studies	07
July 25	Numismatics as a source of Indian knowledge systems: Nature of the Money Economy, Numismatics and Metallurgy, Numismatics as a source of History, Numismatics as a source of Polity, Numismatics as a source of Cultural Data, Numismatics as a source of the Fiscal Economy (Taxes and Revenue).	Group Discussion	07
August 25	Module 2: Early historical Indian coinage- Overview of Kushana and Satavahana coinage: Brief History of the Kushana Dynasty, Coins of Vima Kadphises, Kanishka I and Huvishka, Coins of Later Kushanas, Brief History of the Satavahana Dynasty, Typology and Nature of the Satavahana Coinage, Coins of Simukha, Satakarni I, Gautamiputra Satakarni, Vasishthiputra Pulumavi.	Quiz	10
Sept 25	Coinage of Indian Tribal states: Brief History of Indian Tribal States, Coins of Yaudheyas, Coins of Malavas, Coins of the Arjunayanas, Coins of the Vrishnis, Coins of the Audumbaras.	Case Studies	06
	Total Lectures		30

Dr. Pragalbh Jha

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Accounting for Managerial Decision

Name of the Faculty: Mrs. Rashmi Bendre

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1- Analysis and Interpretation of Financial statement- Study of balance sheet of limited companies. Study of Manufacturing, Trading, Profit and Loss A/c of Limited Companies • Vertical Form of Balance Sheet and Profit & Loss A/c - Common Size Analysis, Comparative Analysis and Trend Analysis.	Group discussion and quiz	13
July 25	Module 2- Ratio analysis and Interpretation- Ratio analysis and Interpretation (based on vertical form of financial statements) including conventional and functional classification restricted to: • Balance sheet ratios: Current ratio, Liquid Ratio, Stock Working capital ratio, Proprietary ratio, Debt Equity Ratio, Capital Gearing Ratio. • Revenue statement ratios: Gross profit ratio, Expenses ratio, Operating ratio, Net profit ratio, Net Operating Profit Ratio, Stock turnover Ratio, Debtors Turnover , Creditors Turnover Ratio • Combined ratios: Return on capital Employed (including Long term borrowings), Return on Proprietors fund (Shareholder fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio • Different modes of expressing ratios :-Rate, Ratio, Percentage, Number, Limitations of the use of Ratios.	Presentation session	17
August 25	Module 3- Cash flow statement- preparation of Cash Flow Statement with reference to AS - 3. (Indirect method only)	Assignment	15
Sept 25	Module 4: Working capital and Receivables mgmt.- Working capital - Concept, Estimation of requirements in case of Trading & Manufacturing Organizations. • Receivables Management-Meaning &Importance, Credit Policy Variables, methods of Credit Evaluation (Traditional and Numerical- Credit Scoring); Monitoring the Debtors Techniques [DSO, Ageing Schedule]	Group discussion and quiz	15
	Total Lectures		60

Rashmi Bendre

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Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Corporate Finance

Name of the Faculty: Dr. Mitali Shelankar

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1- Introduction- • Introduction to Corporate Finance: Meaning, Principles of Corporate Finance, Significance of Corporate Finance, Amount of Capitalization, Over Capitalization and Under Capitalization, Fixed capital and Working Capital funds. • Introduction to ownership securities– Ordinary Shares, Reference Shares, Creditor Ship Securities, Debtors and Bonds, Convertible Debentures, Concept of Private Placement of Securities.	Case Studies	13
July 25	Module 2: Capital Structure and Leverage- Introduction to Capital Structure theories, EBIT – EPS analysis for Capital Structure decision. • Cost of Capital – Cost of Debt, Cost of Preference Shares, Cost of Equity Shares and Cost of Retained Earnings, Calculation of Weighted Cost of Capital. • Introduction to concept of Leverage - Operating Leverage, Financial Leverage and Combined Leverage.	Group discussion and quiz	15
August 25	Module 3: Time Value of Money- Introduction to Time Value of Money – compounding and discounting • Introduction to basics of Capital Budgeting (time value of money based methods) – NPV and IRR (Net Present Value and Internal Rate of Return) • Importance of Risk and Return analysis in Corporate Finance	Presentation session	15
Sept 25	Module 4: Mobilisation of Funds- Public deposits and RBI regulations, Company deposits and SEBI regulations, Protection of depositors, RBI and public deposits with NBFC's. • Foreign capital and collaborations, Foreign direct Investment (FDI) • Emerging trends in FDI • Global Depositary Receipts, Policy development, Capital flows and Equity Debt. • Brief introduction & sources of short term Finance Bank Overdraft, Cash Credit, Factoring	Quiz and Case Discussion	17
	Total Lectures		60

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Financial Literacy

Name of the Faculty: Rahul Pandey

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Financial Literacy – Meaning, Needs, Benefits to Individuals, Community and Financial System. Consequences of Financial Illiteracy. Saving – Meaning and Importance of saving, Types of income, Types of expenses (Essential and Non – essential), Management of spending and financial discipline. Investment – Meaning, Investment Avenues (Equity Shares, Bank Deposits, Mutual Fund Schemes, Post Office Deposits and Certificates, Life Insurance Policies, Derivatives)	Financial Literacy Quiz and Case Discussion	06
July 25	Investment Avenues – (Money market instruments, Provident Fund Schemes, National Saving Certificate, Government and Semi-government Securities, Equity-linkage Saving Scheme, National Pension Scheme, Exchange-traded fund, Real Estate, Gold and Gold ETFs, Alternative investments), Key Investment Strategies, Risk vs. reward concept. Banking and Digital Payment: Banking products and services, Digitalisation of financial transactions: Debit Cards, ATM Cards and Credit Cards, Net banking and UPI, digital wallets, Security and precautions against Ponzi schemes, online frauds and unregistered Investment Advisors.	Financial Freedom – Long-Term Goal Planning.	10
August 25	Financial Planning – Importance, Financial Planning Process, Goal Setting: Setting SMART financial goals (short-term, medium-term, long-term), Income tracking and expense categorization, creating and managing a personal budget, Digital tools and apps for budgeting, Financial Diary, and Its benefits to individual and economy. Insurance Planning: Meaning and importance of Insurance	Maintaining Personal Financial Diary	07
Sept 25	Types of Life insurance, Types of non-life insurance (Health, Motor, Property, Travel and Liability)	Presentation session by students	07

	Personal Tax Planning: Introduction to basic Tax Structure in India for personal taxation, Aspects of Personal tax planning, Exemptions and deductions for individuals, e-filing.		
	Total Lectures		30

Rahul Pandey

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Introduction of Marketing

Name of the Faculty: Sneha Chavan

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Introduction to Marketing- Definition, Features, Advantages, Scope, Functions of marketing, The 7P's and 4C's of marketing. Marketing v/s Selling, Interface of Marketing with functional areas, Core Concepts of Marketing Needs, wants and demands, transactions, transfer and exchanges.	Case Study	13
July 25	Module 2: Marketing Environment and Consumer Behavior- Environment: Meaning, Importance, Components of Environment- Micro and Macro, Marketing Research- Meaning, Features, Objectives, Advantages, Problems, Types of Marketing Research: Consumer Research, Product research, Sales research, Production research. Market Research Vs Marketing Research • Management Information Systems – Meaning, Features, Components, Essentials of a good MIS, Importance, MIS Vs Marketing Research, Consumer Behavior: Nature and Importance, Factors influencing consumer buying behavior, Consumers Buying Process.	Presentation	16
August 25	Module 3: Marketing Mix- Marketing mix: Meaning, Features, Elements of Marketing Mix., Product- Product Classification, product mix and product line, Product Life cycle, Product Planning decisions, new product development- Failure of new product, Levels of product. Branding, packaging and labeling - concept and importance. Pricing – Objectives- Factors influencing pricing policy, Pricing strategy and policies. Physical distribution – meaning – factor affecting channel selection-types of distribution channels Promotion – meaning, significance, Elements. (tools)	Group Discussion	15
Sept 25	Module 4: Segmentation, Targeting and Positioning and Trends in Marketing- Segmentation – Meaning, Importance, Basis, Essentials, Problems Targeting – meaning, types Positioning – meaning, importance, strategies, Service Marketing- Meaning, features of services, services marketing	Marketing Campaign	16

	mix. Recent trends in marketing – E-marketing, Internet marketing, Social Media marketing, Relationship marketing, Social Marketing, Green Marketing, Influencer Marketing, Use of AI in marketing, Ethical Marketing, Augmented and Virtual reality.		
	Total Lectures		60

Sneha Chavan

Sign of Faculty

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Advertising

Name of the Faculty: Priya Tiwari

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Introduction to Advertising - Definition, Evolution, Importance, Scope, Features, Benefits, The Five M's of Advertising, Types of Advertising, Theories of Advertising: Stimulus Theory, AIDA, AIDA Formula, Hierarchy Effect Model, Means-End Theory, Cognitive Dissonance, Ethical issues in Advertising: Puffery, Shock Ads, Subliminal Messaging, Weasel Claims, Surrogate Ads, Comparative Advertising. Social, cultural, and economic impact of advertising, Impact of Advertising on kids and Women, CSR and Advertising, Laws in Advertising, Advertising code of ethics Advertising Regulatory Bodies in India- Role of Advertising Agencies Association (AAA) and Advertising Standards Council of India (ASCI).	Case Study	14
July 25	Module 2: Strategies for Advertising and Media Planning - Advertising Plan- Concept and stages, Role of Advertising in Marketing Mix, Role of Advertising in PLC. Media Planning- Definition, Role of Media in Advertising, Types of Media, Media Mix: Concept and Importance. Media Strategy: Meaning, Omni-channel Advertising, Digital Integration, AI in Ad Planning Media, Media Scheduling- Concept and Techniques. Advertising Agency -Introduction, Structure, Role, Types of Advertising Agencies, Reasons for losing clients, Ways of Acquisition and Client Retention, Compensation Models, Ethical & Legal Considerations in Agency Operations.	Presentation	16
August 25	Module 3: Creativity in Advertising - Introduction to Creativity – Definition, importance, creative process, types of advertising appeals. Role of different elements of ads- Celebrity Endorsements, Influencer Marketing, Meme & Viral Marketing, Design Thinking in Advertising – Human-Centered Approach. • TV Commercials- Visual Techniques, Storyboarding, AI in Video Ads, Radio Commercials- Sound Effects, Scriptwriting, Sonic Branding, Copywriting- Essentials of a good copy, Types of copy, Principles of Copywriting- for Print, Outdoor (OOH), Digital, Social Media Ads, Content Marketing & Advertorials.	Advertising campaign	15
Sept 25	Module 4: Budget, Evaluation, Recent Trends and Careers in Advertising - Advertising Budget- Meaning, Features, Methods. Evaluation of Advertising Effectiveness- Objectives, Pretesting and Post Testing Methods,	Quiz	15

	Recent Trends in Advertising - Digital & AI-powered Advertising, Programmatic Ads, AI Chatbots, Virtual Influencers, Neuromarketing, Social Commerce, Live Shopping, Globalization & Cross-Cultural Advertising , Careers in Advertising – Skills required for career in Advertising, Traditional careers in advertising, Modern careers in advertising, Growth of Freelancing & Gig Economy in Advertising.		
	Total Lectures		60

Priya Tiwari

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Consumer Behaviour

Name of the Faculty: Dr. Reena Vora

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Introduction to Consumer Behavior and Individual Determinants- Consumer Behavior- Meaning, Importance, Factors affecting consumer behavior, Types of Consumer Behavior, Types of consumers- Retail and Institutional Consumer. Consumer motivation- concept, characteristics, McClelland's human Motivation theory, Consumer perception- needs and factors, Consumer personality- Concept and features, Consumer perception- needs and factors, Consumer personality- Concept and features, Consumer learning- Concepts, Consumer Attitude- functions, Change in Attitude, Process of Attitude formation	Group projects/ assignments and discussions	07
July 25	Family compositions- Concept of family, Features, Roles of family member in purchase decision and Factor influencing needs of a family, Family influences of consumer behavior, Family life cycle stages, social class- concept and features, Role of Culture and Sub-culture, Groups- types, Opinion leader- concept and role, Blend of modern and traditional cultures, Western and Indian social stratification	Presentation and Group Discussion	07
August 25	Module 2: Models of Consumer Behavior- Models- The classical conditioning theory, Howard- Sheth Model, Nicosia model, Webster and wind model, The Learning Model. Diffusion of Innovation theory- meaning, process of diffusion, product features influencing diffusion, need and importance of innovation, innovator profile.	Quiz	10
Sept 25	Consumerism- Concepts, Safety and rights, Consumer Information, Consumer Privacy, Consumer Protection Act, 2019, Recent trends- Online Buying Behavior, factors influencing E-Buying behavior, Issues of Piracy and ethics, E-Buying v/s Brick and mortar buying, Globalization and consumer behavior- concept.	Case Study	06
	Total Lectures		30

Dr. Reena Vora

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Introduction to Human Resource Management

Name of the Faculty: Dr. Mitali Shelankar

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Introduction Human Resource Management & HR Procurement- Human Resource Management: Meaning, Nature, Scope, Functions and Objectives of HRM. Traditional HRM V/S Strategic HRM, HR Policies- Meaning, Types, Importance, Requirement of Ideal HR policy, Role of HR Manager, Changing role of HR Manager. Job Analysis – Meaning, features, Importance, Purpose, Components. Job Design - Meaning, Features, Factors Affecting Job Design & Techniques of Job design. Job Evaluation- Meaning, methods, advantages & limitations.	Case Study	14
July 25	Module 2: Functions of Human Resource Management I- Manpower planning: Meaning & Importance of HR Planning, Recruitment- Meaning & Sources, Selection- Concept & Procedure, Training & Development – Meaning & Importance. Promotions- Meaning & Basis, Transfers- Meaning & Types. Performance Appraisal -Meaning, Methods, Advantages and Limitations of Appraisal, Career Planning – Concept, Importance, Succession Planning – Concept & Need, Meaning of Mentoring & Counselling.	Presentation	14
August 25	Module 3: Functions of Human Resource Management II- Compensation: Meaning, Objectives of Wage Administration, Factors affecting Salary & Wages, Essentials of Sound Wage & Salary Administration. Incentives- Meaning, Types, Advantages & Limitations, Fringe Benefits- Meaning & Types. Employee Welfare – Meaning, Importance, Types (Intra Mural & Extra Mural), Participative Management- Meaning, Features, Levels, Techniques of Participation, Advantages, Employee Welfare.	Case Study	15
Sept 25	Module 4: Recent Trends in Human Resource Management- HRM in changing environment- Reasons, Challenges before HR manager, Learning organizations- Concept, Creating an innovative organization, Innovation culture- Concept, Need. Current Trends in HRM - Employee Engagement- Concept, Types, Human resource Information System (HRIS) – Concept, Importance, Changing patterns of employment. Challenges in Human Resource Management: Employee Empowerment, Workforce Diversity, Attrition, Downsizing, Employee Absenteeism,	Presentation	17

	Work life Balance, Sexual Harassment at work place, Domestic and International HR Practices, Generationally diverse HR Practices Competency Mapping. VRS, CRS- Concepts.		
	Total Lectures		60

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Recruitment and Selection

Name of the Faculty: Ms. Nazneen J.

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Recruitment and Selection- Recruitment – Meaning, Objectives, Importance, Sources of Recruitment– a) Direct/Indirect b) Internal-Notification, Promotion, Transfer, Reference c) External-Campus Recruitment, Advertisement, Job Boards Website/Portals, Internship, Placement Consultancies. d)Traditional and Modern sources- Gamification, remote recruitment and virtual interviews.	Case Study	07
July 25	Selection-Concept, Advertisement and Application (Blank Format), Screening-Pre and Post Criteria for Selection, Steps in selection, Interview- Concept, Types of Interviews, Selection Tests - Concept, Purposes and Types, Selection Hurdles and Ways to Overcome, Ethics in recruitment and selection. AI in Recruitment and Selection.	Presentations	07
August 25	Module 2: Induction and Soft Skills- Induction-Concept and types, Advantages, Ways to make Induction Effective (case study), Orientation- Meaning, Types and Process, Orientation Vs Onboarding, Socialization- Concept, Importance, Socialization Tactics, Current trends in Recruitment and Selection Strategies.	Presentations	10
Sept 25	Preparing different types of Bio-data and C.V, Etiquettes - Meaning, Types, Importance, Skills and Etiquettes for -- Group Discussion, Personal Interview, Video Conferencing Tele Conferencing, Presentation, Negotiation Skills- Meaning, Importance, Law of Persuasion, Aesthetic Skills - Meaning, Importance, Quitting Techniques, Exit Interview- Meaning and Importance	Group Discussion	06
	Total Lectures		30

Nazneen J.

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B. Com (MS)

Class: S.Y. B. Com (MS)

Semester: III

Subject: Training and Development

Name of the Faculty: Mrs. Mrunmayi V.

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June 25	Module 1: Overview of Training and Development- Training – Concept, features, scope, importance, objectives, Steps, On the Job and Off the job training Methods. Online training platforms Training Needs Assessment – Concept, Types, Process Criteria for designing and Implementation of an effective training program, Training Styles, Trainers Role, Trainers Skills, Post training Support for Improved Performance at Work, Ethics in training	Case Study	15
July 25	Module 2: Overview of Development- Development - Concept, Features Scope, importance & need, Human Performance Improvement. Counselling techniques with reference to development employees, society and organization Career development – Meaning, Career development cycle, model for planned self- development, Succession planning-Meaning and Need.	Presentations	15
August 25	Module 3: Management Development and Performance Measurement- Management Development. – Concept, Features, Need and importance, Types, Process, Techniques, Need for Evaluation of MDP. Challenges for effective implementation of MDP. Performance Measurements – Meaning, Need for Appraisals, Potential Appraisal, Pitfalls and ethics of appraisal	Presentations	13
Sept 25	Module 4: Talent management and Knowledge Management -Talent management - Introduction, Measuring Talent Management, Integration & future of TM, Global TM Knowledge management -Meaning, Objectives, Levels, Stages, Knowledge Management Cycle, Roles and responsibilities of knowledge management team, Knowledge Management Vs Cycle, Roles and responsibilities of knowledge management team, Knowledge Management Vs	Group Discussion	17
	Total Lectures		60

Mrs. Mrunmayi V.

Sign of Faculty

Dr. Mitali Shelankar

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M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: SY BMS

Class: SY BMS

Semester: III

Subject: शासकीय मराठी

Name of the Faculty: सुहास स. आजगांवकर

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
June	घटक-१ शासकीय मराठीची ओळख आणि महत्त्व- १. शासकीय मराठीची व्याख्या व गरज २. प्रशासकीय मराठीचे स्वरूप आणि उपयोग. ३. महाराष्ट्रातील शासकीय कार्यालयामध्ये मराठीचा वापर.	सादरीकरण (Presentation)	06
July	मराठी भाषा आणि संविधान १. अनुच्छेद ३४३, ३४४ आणि ३५१ २. संक्षिप्त लेखन व शब्दकोश वापरण्याचे तंत्र. ३. प्रशासकीय मराठीत इंग्रजी ते मराठी अनुवाद तंत्र. ४. मराठीत इंग्रजी संज्ञांचे भाषांतर आणि वापर.	वाचन (Reading)	10
August	घटक-२ शासकीय पत्रव्यवहार, दस्तऐवज लेखन. १. शासकीय पत्रव्यवहार आणि दस्तऐवज लेखन. २. शासकीय पत्रांचे प्रकार (अनुप्रयोग पत्र, परिपत्रक, निवेदन, स्मरणपत्र) ३. आदेश आणि ठरावलेखन	शुद्धलेखन (Orthography)	07
September	१. अहवाल लेखन. २. वार्षिक अहवाल ३. तपासणी अहवाल १. माहिती अहवाल. २. शिफारसपत्र ३. माहितीच्या अधिकाराखाली अर्जलेखन.	प्रश्नमंजूषा (Quiz)	07
Total Lectures			30

सुहास स. आजगांवकर

Dr. Mitali Shelankar

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