

YEAR PLAN FOR S.Y.J.C.
2016-17
ECONOMICS

MONTH	TOPICS
JUNE,17	MICRO ECONOMICS
	MARGINAL UTILITY
JULY,17	MARGINAL UTILITY AND DEMAND ANALYSIS
	ELASTICITY OD DEMAND
	PRODUCER AND SUPPLIER ANALYSIS
	SUPPLY ANALYSIS, MARKETS
	PERFECT COMPETITION
	PRICE DETERMINATION-MONOPOLY, MONOPOLISTIC COMPETITION
	FACTORS OF PRODUCTION-LAND, LABOUR, CAPITAL AND ORGANISATION.
AUGUST 2017	INTRODUCTION TO MACRO ECONOMICS
	NATIONAL INCOME
	CALCULATION OF NATIONAL INCOME
	DIFFICULTIES IN CALCULATION OF NATIONAL INCOME
SEPTEMBER 17	AGREEGATE DEMAND AND SUPPLY
	CONSUMPTION AND SAVINGS FUNCTION
NOVEMBER 17	MONEY TYPES
	FUNCTIONS OF MONEY
	COMMERCIAL BANKS-FUNCTIONS AND CREDIT CREATION
DEC 2017 ONWARDS	CENTRAL BANK-FUNCTIONS
	CENTRAL BANK
	PUBLIC FINANCE
	REVISION

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE
YEAR PLAN FOR S.Y.J.C. COMMERCE
2016-17
BOOK-KEEPING AND ACCOUNTANCY

MONTH	TOPICS
JUNE,17	Introduction to partnership-partnership Deed-Indian Partnership Act,1932- Methods of capital accounts.
	Introduction and Necessity of preparation of Final Accounts. (Adjustments and Formats)
JULY,17	Preparation of Final accounts.(Problems)
	Preparation of Final accounts.(Problems)
	Introduction and Meaning of single Entry System-Difference between single entry system and Double entry system-Preparation of opening and closing statement of affairs.
	Preparation of statement of profit or loss-Additional information(Adjustments and problems).
	Reconstitution of partnership-Admission of partner-capital brought by new partner-New profit sharing ratio-Goodwill-Adjustments-Revaluation of assets and liabilities-Adjustment of capital.
AUGUST,17	Reconstitution of partnership-Admission of partner-Problems.
	Reconstitution of partnership-Retirement of partner-Introduction, Meaning and Reasons for Retirement of a partner-New ratio-Gain ratio-Treatment of Goodwill- Adjustments of Reserves-Accumulated profits or losses-Revaluation of asses and Reassessment of Liabilities.
	Adjustment of capital-Adjustment of capital-Ascertainment of capital- Ascertainment of Retiring partners share of profit till retirement-Amount due to Retiring partner-problems of retirement.
	Reconstitution of partnership-Death of partner-Meaning of Death of partner-New profit sharing ratio-Gain ratio-Revaluation of assets and liabilities-Amount due to the Deceased partners Nominee-Settlement of amount due-Accounting treatment-problems on death of a partner.
SEPT,17	Introduction, Meaning, Reasons and Effects of Dissolution-Accounting treatment- Settlement of accounts on dissolution of firm.
	Problems on dissolution.
	Accounts for Not For Profit concerns-Introduction of Not for Profit concern- Difference between profit organization and Not for profit organization-Need for maintaining books of accounts and preparation of Final Accounts-Receipts and payments account-Income and Expenditure account-Balance sheet and Adjustments.
	Problems on Not for Profit concern.
NOV,17	Introduction to Bill of Exchange-parties to a Bill of Exchange-Functioning of a Bill of Exchange-Format of Bill of Exchange-Acceptance of Bill of Exchange-Due date of a Bill of Exchange-Important concepts.
	Accounting Entries for Bill of Exchange-Ledger accounts.
	Problems of Bill of Exchange.
	Company accounts-part-I-Accounting for shares-Introduction-Types of shares- Share capital-Methods of Issue of capital-problems.
DEC,17 ONWARDS	Company accounts-Part-II-Accounting for Debentures-Introduction-Distinction between Debentures and shares-Types of Debentures-Types of Debentures- Procedure for Issue of Debentures-problems.
	Analysis of Financial statements-Introduction-Financial statement analysis- Meaning, objectives and classification of accounting-Introduction to Ratios.

YEAR PLAN FOR S.Y.J.C.
2016-17

Organisation Of Commerce and Management

MONTH	TOPICS
JUNE,17	Sole trading concern and Joint hindu family firm- Features, Merits, Demerits.
	Partnership firm- Features, Merits, Demerits, Types, Registration. Joint Stock Company- Features, Merits, Demerits.
JULY,17	Co-operative society- Features, Merits, Demerits, Types. Factors to be considered while starting new business, Choice of forms of business organization.
	Banking, Insurance
	Communication, Warehousing
	Transport- Road, Railway, Water, Air Transport.
	e-Business- Meaning, scope and Benefits.
AUGUST,17	Resources for e-Business, online transactions, payment mechanism, security and safety of e-Business, Outsourcing- Concept, need and scope.
	Concept of social responsibility, Need for social Responsibility, Responsibility towards different interest groups.
	Business ethics- concept and elements, Business and Environment protection.
	Importance of consumer protection, Rights of consumers, Consumer responsibilities.
SEPT,17	Ways and means of consumer protection, Consumer awareness and legal redressal, Role of consumer organisations and NGO's.
	Meaning, Definition and Nature of Principles of Management, Significance of principles of Management, Henry Fayol's principles of management.
NOV 17	F.W.Taylor's scientific management, Functions of Management-Planning.
	Organising, Staffing
	Directing, Co-ordinating
	Controlling
DEC 2017 ONWARDS	Entrepreneurship Development- Concept and Definition, Functions of an Entrepreneur, Need of an Entrepreneur.
	Characteristics of an Entrepreneur, Characteristics of an Entrepreneurship, Competencies of Entrepreneurship.
	Process of Entrepreneurship Development, Entrepreneurship values.
	True or False, Distinguish Between and objectives
	Revision

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE
YEAR PLAN FOR S.Y.J.C. COMMERCE
2016-17
SECRETARIAL PRACTICE

MONTH	TOPICS
JUNE,17	SOURCES OF BUSINESS FINANCE-INTRODUCTION-NATURE AND SIGNIFICANCE OF FINANCE-FINANCIAL REQUIREMENTS AND SOURCES.
	METHODS OF RAISING FINANCE-EQUITY AND PREFERENCE SHARES-RETAINED PROFITS-DEBENTURES AND BONDS-PUBLIC DEPOSITS.
JULY,17	LOAN FROM FINACIAL INSTITUTIONS-LOAN FROM COMMERCIAL BANKS-TRADE CREIDT-DISCOUNTING OF BILLS OF EXCHANGE-GLOBAL DEPOSITORY RECEIPT-AMERICAN DEPOSITORY RECEIPT.
	ROLE OF COMPANY SECRETARY IN CAPITAL FORMATION-INTRODUCTION-ISSUE OF SHARES AT PAR-ISSUE OF SHARES AT PREMIUM-ISSUE OF SHARES AT DISCOUNT-ISSUE OF SHARES AT BID PRICE-INITIAL PUBLIC OFFER.
	BONUS ISSUE-RIGHTS ISSUE-EMPLOYEES STOCK OPTION SCHEME-PRIVATE PLACEMENT-ISSUE OF SHARES ALLOTMENT OF SHARES.
	SHARE CERTIFICATE-SHARE WARRNAT-TRANSFER OF SHARES-TRANSMISSION OF SHARES
	BUSINESS FINANCE-INTRODUCTION-MEANING,ROLE AND OBJECTIVES OF FINANCIAL MANAGEMENT-FINANCIAL PLANNING-MEANING AND IMPORTANCE.
AUGUST,17	CAPITAL STRUCTURE-MEANING AND FACTORS AFFECTING THEIR REQUIREMENT-WORKING CAPITAL-MEANING AND FACTORS AFFECTING THEIR REQUIREMENT.
	ISSUE OF DEBENTURES-INTRODUCTION-STATUTORY PROVISIONS FOR ISSUE OF DEBENTURES-CONDITIONS FOR VALID ISSUE OF DEBENTURES-PROCEDURE RELATING TO ISSUE OF DEBENTURES.
	CONVERSION OF DEBENTURES INTO SHARES-REDEMPTION OF DEBENTURES-DEPOSITS-INTRODUCTION-INVITATION OF DEPOSITS.
	ACCEPTANCE OF DEPOSITS-RENEWAL OF DEPOSITS-REPAYMENT OF DEPOSITS-DEFAULT AND REMEDIES.
SEPT,17	DEPOSITORY AND DEMATERIALISATION-INTRODUCTION-VARIOUS CONSTITUENTS AND CONCEPTS IN DEPOSITORY SYSTEM-NEED AND IMPORTANCE OF DEPOSITORY SYSTEM.
	PROCEDURE OF DEMATERIALISATION-SECRETARIAL DUTIES IN ISSUING SECURITIES IN DEMATERIALISED FORM.
	DECLARATION AND PAYMENT OF DIVIDEND-INTRODUCTION-MEANING-PROVISIONS REGARDING DIVIDEND-LEGAL PROVISIONS REGARDING ASCERTAINMENT OF DIVIDEND-LEGAL PROVISIONS REGARDING DECLARATION OF DIVIDEND-LEGAL PROVISIONS REGARDING PAYMENT OF DIVIDEND-PROCEDURE OF PAYMENT OF DIVIDEND-PROVISIONS REGARDING UNPAID/UNCLAIMED DIVIDEND-FINAL DIVIDEND-INTERIM DIVIDEND.

	CORRESPONDENCE WITH MEMBERS-INTRODUCTION-ROLE OF MEMBERS IN A JOINT STOCK COMPANY-CIRCUMSTANCES REQUIRING CORRESPONDENCE WITH MEMBERS-POINTS TO BE CONSIDERED WHILE ENTERING INTO CORRESPONDENCE WITH MEMBERS.
	SPECIMEN LETTERS.
NOV,17	CORRESPONDENCE WITH DEBENTUREHOLDERS-INTRODUCTION-POSITION/STATUS OF DEBENTUREHOLDERS IN A JOINT STOCK COMPANY-CIRCUMSTANCES REQUIRING CORRESPONDENCE WITH DEBENTUREHOLDERS.
	POINTS TO BE CONSIDERED WHILE ENTERING INTO CORRESPONDENCE WITH DEBENTUREHOLDERS-SPECIMEN LETTERS.
	CORRESPONDENCE WITH DEPOSITORS-INTRODUCTION-POSITION OF DEPOSITORS IN A JOINT STOCK COMPANY-CIRCUMSTANCES REQUIRING CORRESPONDENCE WITH DEPOSITORS-POINTS TO BE CONSIDERED WHILE ENTERING INTO CORRESPONDENCE WITH DEPOSITORS-SPECIMEN LETTERS.
	FINANCIAL MARKETS-INTRODUCTION TO FINANCIAL MARKET-MEANING-ROLE-MONEY MARKET-MEANING-CHARACTERISTICS-MONEY MARKET-MEANING-CHARACTERISTICS-MONEY MARKET INSTRUMENTS-CAPITAL MARKET-MEANING-CAPITAL MARKET INSTRUMENTS-CONSTITUENTS OF INDIAN CAPITAL MARKET.
DEC,17 ONWARDS	STOCK EXCHANGE-INTRODUCTION-MEANING-FUNCTIONS OF STOCK EXCHANGE-BOMBAY STOCK EXCHANGE(BSE)-NATIONAL STOCK EXCHANGE(NSEI)-TRADING PROCEDURE-SECURITIES AND EXCHANGE BOARD OF INDIA (SEBI)
	Revision