

**K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE**  
**YEAR PLAN FOR S.Y.J.C.**  
**2019-20**  
**ECONOMICS**

<b>MONTH</b>	<b>TOPICS</b>
<b>JUNE 2019</b>	<b>INTRODUCTION TO MICRO ECONOMICS</b>
<b>JUNE 2019</b>	<b>INTRODUCTION TO MACRO ECONOMICS</b>
<b>JUNE 2019</b>	<b>CONSUMER BEHAVIOUR</b>
<b>JULY 2019</b>	<b>DEMAND ANALYSIS</b>
<b>JULY 2019</b>	<b>PRODUCER BEHAVIOUR</b>
<b>AUGUST,18</b>	<b>PRICE DETERMINATION-MONOPOLY, MONOPOLISTIC COMPETITION</b>
<b>JULY 2019</b>	<b>FACTORS OF PRODUCTION-LAND, LABOUR, CAPITAL AND ORGANISATION.</b>
<b>AUGUST 2019</b>	<b>NATIONAL INCOME</b>
<b>SEPTEMBER 2019</b>	<b>DETRERMINANTS OF AGGREGATES</b>
<b>OCTOBER 2019</b>	<b>MONEY COMMERCIAL BANKING CENTRAL BANKING</b>
<b>21<sup>ST</sup> OCTOBER 2019 TO 9<sup>TH</sup> NOVEMBER 2019</b>	<b>(DIWALI VACATION )</b>
<b>NOVEMBER &amp; DECMBER 2019</b>	<b>PUBLIC FINANCE</b>
<b>JANUARY 2020</b>	<b>REVISION</b>

**K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE**  
**YEAR PLAN FOR S.Y.J.C. COMMERCE 2019-20**  
**BOOK-KEEPING AND ACCOUNTANCY**

MONTH	TOPICS
JUNE 2019	Introduction to partnership-partnership Deed-Indian Partnership Act,1932-Methods of capital accounts.
JUNE 2019	Introduction and Necessity of preparation of Final Accounts. (Adjustments and Formats)
JULY 2019	Preparation of Final accounts.(Problems)
JULY 2019	Preparation of Final accounts.(Problems)
JULY 2019	Introduction and Meaning of single Entry System-Difference between single entry system and Double entry system-Preparation of opening and closing statement of affairs.
JULY 2019	Preparation of statement of profit or loss-Additional information(Adjustments and problems).
JULY 2019	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.
JULY 2019	Reconstitution of partnership-Admission of partner-Problems.
AUGUST 2019	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.
AUGUST 2019	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.
AUGUST 2019	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.
SEPTEMBER 2019	Introduction, Meaning, Reasons and Effects of Dissolution-Accounting treatment-Settlement of accounts on dissolution of firm.
SEP 2019	Problems on dissolution.
SEPTEMBER 2019	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.
OCT 2019	Problems on Not for Profit concern.
OCTOBER 2019	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. <b>IMP CONCEPT AND PROBLEMS OF BILLS OF EXCHANGE.</b>
21 <sup>ST</sup> OCTOBER 2019 TO 9 <sup>TH</sup> NOVEMBER 2019	<b>(DIWALI VACATION )</b>
NOV2019	Company accounts-part-I-Accounting for shares-Introduction-Types of shares-Share capital-Methods of Issue of capital-problems.
DEC2019	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.
DEC 2019	Analysis of Financial statements-Introduction-Financial statement analysis-Meaning, objectives and classification of accounting-Introduction to Ratios. & REVISION

**YEAR PLAN FOR S.Y.J.C. 2019-20**  
**Organisation Of Commerce and Management**

<b>MONTH</b>	<b>TOPICS</b>
<b>JUNE,2019</b>	<b>Sole trading concern and Joint hindu family firm- Features, Merits, Demerits.</b>
	<b>Partnership firm- Features, Merits, Demerits, Types, Registration.</b>
	<b>Joint Stock Company- Features, Merits, Demerits.</b>
<b>JULY2019</b>	<b>Co-operative society- Features, Merits, Demerits, Types. Factors to be considered while starting new business, Choice of forms of business organization.</b>
<b>JULY2019</b>	<b>Banking, Insurance</b>
<b>JULY2019</b>	<b>Communication, Warehousing</b>
<b>JULY2019</b>	<b>Transport- Road, Railway, Water, Air Transport.</b>
<b>JULY2019</b>	<b>e-Business- Meaning, scope and Benefits.</b>
<b>JULY2019</b>	<b>Resources for e-Business, online transactions, payment mechanism, security and safety of e-Business, Outsourcing- Concept, need and scope.</b>
<b>AUGUST 2019</b>	<b>Concept of social responsibility, Need for social Responsibility, Responsibility towards different interest groups.</b>
<b>AUGUST 2019</b>	<b>Business ethics- concept and elements, Business and Environment protection.</b>
<b>AUGUST 2019</b>	<b>Importance of consumer protection, Rights of consumers, Consumer responsibilities.</b>
<b>SEPT 2019</b>	<b>Ways and means of consumer protection, Consumer awareness and legal redressal, Role of consumer organisations and NGO's.</b>
<b>SEPT 2019</b>	<b>Meaning, Definition and Nature of Principles of Management, Significance of principles of Management, Henry Fayol's principles of management.</b>
<b>SEPT 2019</b>	<b>F.W.Taylor's scientific management, Functions of Management-Planning.</b>
<b>SEPT 2019</b>	<b>Organising, Staffing</b>
<b>SEPT 2019</b>	<b>Directing, Co-ordinating</b>
<b>OCTOBER 2019</b>	<b>Controlling</b>
<b>OCTOBER 2019 TO 9<sup>TH</sup> NOVEMBER 2019</b>	<b>(DIWALI VACATION )</b>
<b>NOV 2019</b>	<b>Entrepreneurship Development- Concept and Definition, Functions of an Entrepreneur, Need of an Entrepreneur.</b>
<b>NOV 2019</b>	<b>Characteristics of an Entrepreneur, Characteristics of an Entrepreneurship, Competencies of Entrepreneurship.</b>
<b>DECEMBER 2019</b>	<b>Process of Entrepreneurship Development, Entrepreneurship values.</b>
<b>DECEMBER 2019</b>	<b>True or False, Distinguish Between and objectives</b>
<b>JANUARY 2020</b>	<b>Revision</b>

**K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE**  
**YEAR PLAN FOR S.Y.J.C. COMMERCE**  
**2019-20**  
**SECRETARIAL PRACTICE**

<b>MONTH</b>	<b>TOPICS</b>
<b>JUNE2019</b>	<b>SOURCES OF BUSINESS FINANCE-INTRODUCTION-NATURE AND SIGNIFICANCE OF FINANCE-FINANCIAL REQUIREMENTS AND SOURCES.</b>
<b>JUNE 2019</b>	<b>METHODS OF RAISING FINANCE-EQUITY AND PREFERENCE SHARES-RETAINED PROFITS-DEBENTURES AND BONDS-PUBLIC DEPOSITS.</b>
<b>JULY2019</b>	<b>LOAN FROM FINACIAL INSTITUTIONS-LOAN FROM COMMERCIAL BANKS-TRADE CREIDT-DISCOUNTING OF BILLS OF EXCHANGE-GLOBAL DEPOSITORY RECEIPT-AMERICAN DEPOSITORY RECEIPT.</b>
<b>JULY 2019</b>	<b>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.</b>
<b>JULY 2019</b>	<b>BONUS ISSUE-RIGHTS ISSUE-EMPLOYEES STOCK OPTION SCHEME-PRIVATE PLACEMENT-ISSUE OF SHARES ALLOTMENT OF SHARES.</b>
<b>JULY 2019</b>	<b>SHARE CERTIFICATE-SHARE WARRNAT-TRANSFER OF SHARES-TRANSMISSION OF SHARES</b>
<b>AUGUST 2019</b>	<b>BUSINESS FINANCE-INTRODUCTION-MEANING,ROLE AND OBJECTIVES OF FINANCIAL MANAGEMENT-FINANCIAL PLANNING-MEANING AND IMPORTANCE.</b>
<b>AUGUST,18</b>	<b>CAPITAL STRUCTURE-MEANING AND FACTORS AFFECTING THEIR REQUIREMENT-WORKING CAPITAL-MEANING AND FACTORS AFFECTING THEIR REQUIREMENT.</b>
<b>AUGUST 2019</b>	<b>ISSUE OF DEBENTURES-INTRODUCTION-STATUTORY PROVISIONS FOR ISSUE OF DEBENTURES-CONDITIONS FOR VALID ISSUE OF DEBENTURES-PROCEDURE RELATING TO ISSUE OF DEBENTURES.</b>
<b>AUGUST 2019</b>	<b>CONVERSION OF DEBENTURES INTO SHARES-REDEMPTION OF DEBENTURES-DEPOSITS-INTRODUCTION-INVITATION OF DEPOSITS.</b>
<b>AUGUST 2019</b>	<b>ACCEPTANCE OF DEPOSITS-RENEWAL OF DEPOSITS-REPAYMENT OF DEPOSITS-DEFAULT AND REMEDIES.</b>
<b>SEPTEMBER 2019</b>	<b>DEPOSITORY AND DEMATERIALISATION-INTRODUCTION-VARIOUS CONSTITUENTS AND CONCEPTS IN DEPOSITORY SYSTEM-NEED AND IMPORTANCE OF DEPOSITORY SYSTEM.</b>
<b>SEPTEMBER 2019</b>	<b>PROCEDURE OF DEMATERIALISATION-SECRETARIAL DUTIES IN ISSUING SECURITIES IN DEMATERIALISED FORM.</b>
<b>SEPTEMBER 2019</b>	<b>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</b>

	<b>REGARDING UNPAID/UNCLAIMED DIVIDEND-FINAL DIVIDEND-INTERIM DIVIDEND.</b>
<b>SEPTEMBER 2019</b>	<b>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.</b>
<b>OCTOBER 2019</b>	<b>SPECIMEN LETTERS.</b>
<b>OCTOBER 2019</b>	<b>CORRESPONDENCE WITH DEBENTUREHOLDERS- INTRODUCTION-POSITION/STATUS OF DEBENTUREHOLDERS IN A JOINT STOCK COMPANY- CIRCUMSTANCES REQUIRING CORRESPONDENCE WITH DEBENTUREHOLDERS.</b>
<b>OCTOBER 2019</b>	<b>POINTS TO BE CONSIDERED WHILE ENTERING INTO CORRESPONDENCE WITH DEBENTUREHOLDERS- SPECIMEN LETTERS.</b>
<b>21<sup>ST</sup> OCTOBER 2019 TO 9<sup>TH</sup> NOVEMBER 2019</b>	<b>(DIWALI VACATION )</b>
<b>NOV 2019</b>	<b>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.</b>
<b>DECEMBER 2019</b>	<b>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.</b>
<b>DECEMBER 2019</b>	<b>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)</b>
<b>JANUARY 2020</b>	<b>Revision</b>