

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Neetu Methwani	Faculty	Course : Commerce
Department : Commerce	Commerce	S.Y.Bcom – Business law Sem-III

Class : S.Y.Bcom – Business-Law Sem-III

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023	3	Module-1 Indian Contract Act 1872 Part-I Contract- Definition of contract and Agreement-Def, Essentials of valid contract 21 st June Yoga day Celebration
June	4 th week	26-6-2023 01-7-2023	3	Classification of contracts Offer and Acceptance-Valid Rules, Types of offer, Communication and Revocation of Offer and Acceptance 29 th June Holiday on account of Bakri Id
July	1 st week	03-7-2023 08-7-2023	3	Capacity to Contract-minor, unsound mind, disqualified person, Consideration- Concept, Importance, legal rules 6 th July Ashadi Ekadashi and Guru Purnima Day celebration
July	2 nd week	10-7-2023 15-7-2023	3	Module-2 Indian Contract Act 1872 Part-2 Consent -Agreements in which consent is not free - Coercion, Undue Influence
July	3 rd Week	17-7-2023 22-7-2023	3	Miss-representation Fraud, Mistake. Void Agreements – Concept, Void Agreements under Indian Contract Act.
July	4 th week	24-7-2023 29-7-2023	3	Concepts of Contingent Contract, Quasi Contract & E-Contract 29 th July Muharram Holiday
August	1 st week	31-7-2023 5-8-2023	3	21 th July regular lecture of F.Y.B.COM Module-3 Special contract Law of Indemnity & Guarantee – Concept, Essentials elements of Indemnity and Guarantee, Modes of Discharge of Surety .
August	2 nd week	7-8-2023	3	Law of Bailment – Concept, Essentials of

		12-8-2023		Bailment, Kinds of Bailment, Rights and Duties of Bailor and Bailee
August	3 rd Week	14-8-2023 19-8-2023	3	Law of Pledge – Concept, Essentials of valid Pledge, Difference between Pledge and Lien, Rights of Pawnor & Pawnee 15 TH August independence day 16 th August parsi new year
August	4 th week	21-8-2023 26-8-2023	4	Law of Agency – Concept, Modes of creation of Agency Modes of termination of Agency, Rights& Duties of Principal and Agent
August	5 th week	28-8-2023 02-9-2023	2	Module - IV. The Sale Of Goods Act 1930 Contract of Sale (S.2) – Concept, Essentials& Distinction between Sale and Agreement to sell 30 th August Raksha Bandhan
September	1 st week	4-9-2023 9-9-2023	3	Types of Goods. Effects of destruction of Goods 5 September Teachers day Celebration 7 th September Janmashtmi
September	2 nd week	11-9-2023 16-9-2023	3	Distinguish between Sale and Hire Purchase Agreement Property – Concept, Rules of transfer of property ATKT Exams of Sem-II & Sem – IV
September	3 rd Week	18-9-2023 23-9-2023		19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023	3	Unpaid Seller- Concept, Rights of an unpaid seller, Remedies for Breach of contract of Sale Auction sale – Concept, Legal Provisions. 28 th Sept Anant Chaturdashi & Eid-E-Milad
October	1 st week	2-10-2023 7-10-2023	3	Module -V-The Negotiable Instruments Act 1881 Meaning and features of Negotiable Instruments. Essentials of Promissory note. 2 Oct Gandhi Jayanti
	2 st week	9-10-2023 14-10-2023	4	Bill of exchange- Features & types Cheque: Characteristics & Types
	3 nd week	16-10-2023 21-10-2023	4	Concepts of Endorsement, Holder and Holder in due courses. Revision
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem-III)
November	1 st week	30-10-2023		

		04-11-2023		
	2 nd week	06-11-2023 11-11-2023		10 th November Dhanteras
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November Diwali Vacation

Eknath B Madhavi Senior College of Arts, Commerce and Science

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Samata Mane	Faculty	Course : Commerce
Department : Commerce		SUB: Business Economics

Class : S.Y. Bcom : SEM - III

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023		Reopening of S.Y and T.Y. B.Com Module no - 1 Introduction Macroeconomics Meaning Scope Importance Circular flow of aggregate income and Expenditure And its importance 21 st June Yoga day Celebration
June	4 th week	26-6-2023 01-7-2023		29 th June Holiday on account of Bakri Id Closed economy model Open economy models The Measurement of National Product: Meaning and Importance of National Income Accounting
July	1 st week	03-7-2023 08-7-2023		6 th July Ashadi Ekadashi and Guru Purnima Day celebration Conventional and Green GNP and NNP concepts National Income and Economic welfare Trade Cycles: Features and Phases

July	2 nd week	10-7-2023 15-7-2023		Classical Macro economics: Says law of Markets Features Implications Criticism
July	3 rd Week	17-7-2023 22-7-2023		Module no - 2 Basic Concepts of Keynesian Economics The Principle of Effective Demand: Aggregate demand and Aggregate supply Consumption Function: Properties Assumptions Implications
July	4 th week	24-7-2023 29-7-2023		29 th July Muharram Holiday Investment Function and Marginal Efficiency of Capital
August	1 st week	31-7-2023 5-8-2023		Investment Multiplier effect on Income and Output: Assumptions Working Leakages Criticism Importance Paradox of thrift
August	2 nd week	7-8-2023 12-8-2023		Relevance of Keynesian theory tools to the developing countries Liquidity Preference Theory of Interest
August	3 rd Week	14-8-2023 19-8-2023		Module No-3 Post Keynesian Developments in Macro Economics The IS - LM model of integration of commodity and money markets
August	4 th week	21-8-2023 26-8-2023		Inflation & Unemployment: Philips curve Stagflation: Meaning causes & consequences
August	5 th week	28-8-2023 02-9-2023		30 th August Raksha Bandhan Supply side economics Module No - 4 Money, Prices & Inflation Money Supply Determinants of Money Supply

September	1 st week	4-9-2023 9-9-2023		5 September Teachers day Celebration 7 th September Janmashtmi Factors influencing Velocity of Circulation of Money
September	2 nd week	11-9-2023 16-9-2023		ATKT Exams of Sem-II & Sem - IV Demand for Money
September	3 rd Week	18-9-2023 23-9-2023		19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023		28 th Sept Anant Chaturdashi & Eid-E-Milad Classical & Keynesian approaches
October	1 st week	2-10-2023 7-10-2023		2 Oct Gandhi Jayanti Keynes liquidity preference theory of Interest Friedman's restatement of Demand for money Money & Prices Quantity theory of money
	2 st week	9-10-2023 14-10-2023		Fisher's equation of exchange Cambridge cash balance approach Inflation Demand Pull Inflation and Cost push Inflation
	3 nd week	16-10-2023 21-10-2023		Effects of Inflation Nature of inflation in a developing economy Policy measures to curb inflation - monetary policy and inflation targeting
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem-III)
November	1 st week	30-10-2023 04-11-2023		Diwali Vacation
	2 nd week	06-11-2023 11-11-2023		10 th November Dhanteras
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November - Diwali Vacation

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Vikas Mahajan	Faculty	Course : Commerce
Department : Commerce	Term : I	Sub: Foundation Course

Class : S.Y. B. Com Sem: III

Month

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023	03	Reopening of S.Y and T.Y. B.Com 21 st June Yoga day Celebration Module 1 - Human Rights Provisions, Violations and Redressal A. Scheduled Castes- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
June	4 th week	26-6-2023 01-7-2023	02	29 th June Holiday on account of Bakri Id B. Scheduled tribes- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
July	1 st week	03-7-2023 08-7-2023	03	6 th July Ashadi Ekadashi and Guru Purnima Day celebration C. Women- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
July	2 nd week	10-7-2023 15-7-2023	03	D. Children- Constitutional and legal rights, Forms of violations, Redressal mechanisms.
July	3 rd Week	17-7-2023 22-7-2023	03	E. People with Disabilities, Minorities, and the Elderly population- Constitutional and legal rights, Forms of violations, Redressal mechanisms.

July	4 th week	24-7-2023 29-7-2023	03	29 th July Muharram Holiday Module 2 - Dealing With Environmental Concerns A. Concept of Disaster and general effects of Disasters on human life- physical, psychological, economic and social effects.
			03	B. Some locally relevant case studies of environmental disasters.
August	1 st week	31-7-2023 5-8-2023	03	C. Dealing with Disasters - Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness
August	2 nd week	7-8-2023 12-8-2023	03	D. Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation.
August	3 rd Week	14-8-2023 19-8-2023	02	15 TH August independence day 16 th August parsi new year D. Human Rights issues in addressing disasters- issues related to compensation, equitable and fair distribution of relief and humanitarian approach to resettlement and rehabilitation.
August	4 th week	21-8-2023 26-8-2023	03	Module 3 - Science and Technology I A. Development of Science- the ancient cultures, the Classical era, the Middle Ages, the Renaissance, the Age of Reason and Enlightenment.
August	5 th week	28-8-2023 02-9-2023	02	30 th August Raksha Bandhan B. Nature of science- its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge.
September	1 st week	4-9-2023 9-9-2023	02	5 September Teachers day Celebration 7 th September Janmashtmi B. Nature of science- its principles and characteristics; Science as empirical, practical, theoretical, validated knowledge.
September	2 nd week	11-9-2023 16-9-2023	03	ATKT Exams of Sem-II & Sem – IV C. Science and Superstition- the role of science in exploding myths, blind beliefs and prejudices; Science and scientific temper- scientific temper as a fundamental duty of the Indian citizen.

September	3 rd Week	18-9-2023 23-9-2023		19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023	02	28 th Sept Anant Chaturdashi & Eid-E-Milad D. Science in everyday life- technology, its meaning and role in development; Interrelation and distinction between science and technology.
October	1 st week	2-10-2023 7-10-2023	03	2 Oct Gandhi Jayanti Module 4 - Soft Skills for Effective Interpersonal Communication Part A) I) Effective Listening - Importance and Features. II) Verbal and Non-Verbal Communication; Public-Speaking and Presentation Skills. III) Barriers to Effective Communication; Importance of Self-Awareness and Body Language.
	2 st week	9-10-2023 14-10-2023	03	Part B) I) Formal and Informal Communication - Purpose and Types. II) Writing Formal Applications,
	3 rd week	16-10-2023 21-10-2023	03	Part C Leadership Skills and Self-Improvement - Characteristics of Effective Leadership. II) Styles of Leadership and Team-Building.
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem-III)
November	1 st week	30-10-2023 04-11-2023		Regular exam Sem-III
	2 nd week	06-11-2023 11-11-2023		10 th November Dhanteras
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November Diwali Vacation

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Lecturer : Grisha Ghanshani	Faculty	Course : Commerce
Department : Commerce		

Class : S.Y. B.Com (A & B)

Subject : Management Accounts

Month :

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023	04	Reopening of S.Y and T.Y. B.Com Introduction to Management Accounting Features , Functions of Management Accounting 21 st June Yoga day Celebration
June	4 th week	26-6-2023 01-7-2023	04	29 th June Holiday on account of Bakri Id Introduction to Working Capital Briefly explained cycle of Working Capital, Types of Working Capital, Accounting Treatment
July	1 st week	03-7-2023 08-7-2023	04	6 th July Ashadi Ekadashi and Guru Purnima Day celebration Some illustrations solved of Working Capital
July	2 nd week	10-7-2023 15-7-2023	04	Practical problems of Working Capital, Introduction to Financial statement
July	3 rd Week	17-7-2023 22-7-2023	04	Format of Balance sheet, Format of Income statement
July	4 th week	24-7-2023 29-7-2023	04	29 th July Muharram Holiday Practical problem of Balance Sheet, Practical problem of Income statement.
August	1 st week	31-7-2023 5-8-2023	04	Introduction to Trend statement, Practical problem solving of Trend statement.
August	2 nd week	7-8-2023 12-8-2023	04	Introduction to comparative statement, Practical problem solving of comparative statement.

August	3 rd Week	14-8-2023 19-8-2023	02	15 TH August independence day 16 th August parsi new year Introduction of common size statement,
August	4 th week	21-8-2023 26-8-2023	04	Common size statement, Analysis and Practical problem solving of common size statement
August	5 th week	28-8-2023 02-9-2023	03	30 th August Raksha Bandhan Revision of all financial statement problems
September	1 st week	4-9-2023 9-9-2023	02	5 September Teachers day Celebration 7 th September Janmashtmi Introduction to Ratio analysis
September	2 nd week	11-9-2023 16-9-2023	03	ATKT Exams of Sem-II & Sem – IV Ratio analysis formulaes,
September	3 rd Week	18-9-2023 23-9-2023		19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023	03	28 th Sept Anant Chaturdashi & Eid-E-Milad Ratio Analysis practical problems
October	1 st week	2-10-2023 7-10-2023	03	2 Oct Gandhi Jayanti Ratio Analysis practical problems
	2 st week	9-10-2023 14-10-2023	04	Introduction to Capital Budgeting, Practical problems on Capital Budgeting,
	3 nd week	16-10-2023 21-10-2023	04	Problems on Pay back period, ARR, NPV, PI.
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem-III) Revisions.
November	1 st week	30-10-2023 04-11-2023		Regular exam Sem-III
	2 nd week	06-11-2023 11-11-2023		10 th November Dhanteras
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November Diwali Vacation

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher	Department	Course
Mrs.Sonali A Sathe	Accountancy	Advanced Financial Accounting - III

Class : S.Y.Bcom

Sem : III

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023		Academic term started Syllabus and evaluation pattern discussion with the students Relating with the previous learning introduced the topics. 21 st June Yoga day Celebration
June	4 th week	26-6-2023 01-7-2023		Admission/Retirement/Death 29 th June Holiday on account of Bakri Id
July	1 st week	03-7-2023 08-7-2023		Dissolution and then piecemeal distribution. Excess capital method 6 th July Ashadi Ekadashi and Guru Purnima Day celebration
July	2 nd week	10-7-2023 15-7-2023		Sums Priority order
July	3 rd Week	17-7-2023 22-7-2023		Sums Test(oral)
July	4 th week	24-7-2023 29-7-2023		Practical class test(sum to solve) 29 th July Muharram Holiday
August	1 st week	31-7-2023 5-8-2023		Final accounts sums
August	2 nd week	7-8-2023 12-8-2023		sums
August	3 rd Week	14-8-2023 19-8-2023		Amalgamation -AS 14 p.C and its types 15 TH August independence day

				16 th August parsi new year
August	4 th week	21-8-2023 26-8-2023		Accounting procedure sum
August	5 th week	28-8-2023 02-9-2023		Sums 30 th August Raksha Bandhan
September	1 st week	4-9-2023 9-9-2023		Class test(Student were given question to answer on a fullscope. 5 September Teachers day Celebration 7 th September Janmashtmi
September	2 nd week	11-9-2023 16-9-2023		Sums ATKT Exams of Sem-II & Sem – IV
September	3 rd Week	18-9-2023 23-9-2023		Revisions Star of last topic- Conversion 19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023		Conversion – procedure & Sums 28 th Sept Anant Chaturdashi & Eid-E- Milad
October	1 st week	2-10-2023 7-10-2023		Conversion - Sums 2 Oct Gandhi Jayanti
	2 st week	9-10-2023 14-10-2023		Sums Test on topic- oral & solving sum
	3 nd week	16-10-2023 21-10-2023		Sums – revision
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem- III)
November	1 st week	30-10-2023 04-11-2023		Exam work
	2 nd week	06-11-2023 11-11-2023		10 th November Dhanteras
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November Diwali Vacation

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Vikas Mahajan	Faculty	Course : Commerce
Department : Commerce	Term – I	Sub: Company Secretarial Practice

Class : S.Y. B. Com Sem: III

Month

Month	Week	Dates of the week	No of the lectures	Topic
June	3 rd Week	19-6-2023 24-6-2023	03	Reopening of S.Y and T.Y. B.Com 21 st June Yoga day Celebration Module - I. Introduction to Company • introduction to Company : Features Types, as per Companies' Act 2013
June	4 th week	26-6-2023 01-7-2023	03	29 th June Holiday on account of Bakri Id • introduction to Company : Features Types, as per Companies' Act 2013 • Company Secretary : Qualities , Qualification , Appointments , Termination , Removal.
July	1 st week	03-7-2023 08-7-2023	03	6 th July Ashadi Ekadashi and Guru Purnima Day celebration • Company Secretary : Qualities , Qualification , Appointments , Termination , Removal.
July	2 nd week	10-7-2023 15-7-2023	03	• Role of Company Secretary : Power & Duties rights and responsibilities, Career options of a Company Secretary
July	3 rd Week	17-7-2023 22-7-2023	03	Module - II. Company Secretary Practices • Advisory services : Role of company Secretary as an advisor to Chairman, as an liaison officer between the a) Company and Stock Exchange b) Company and Depository Participants c) Company and ROC

July	4 th week	24-7-2023 29-7-2023	03	29 th July Muharram Holiday • Representation Services of Company Secretary at different forums : Company Law Board, Consumer Forum, SEBI, Arbitration services, Cyber Law compliance, Secretarial Standards, Advantages, Secretarial Standards by ICSI, Standards 1-10.
August	1 st week	31-7-2023 5-8-2023	03	• Secretarial Audit : Procedure and Stages, Need and importance, Scope.
August	2 nd week	7-8-2023 12-8-2023	03	Module - III. Company Documentation and Formation • Memorandum of Association – Clauses and Alteration, Ultra virus, Articles of Association Table A and Alteration. Prospectus & Statement in lieu of Prospectus Contents, Misleading Prospectus
August	3 rd Week	14-8-2023 19-8-2023	03	15 TH August independence day 16 th August parsi new year Module - III. Company Documentation and Formation • Memorandum of Association – Clauses and Alteration, Ultra virus, Articles of Association Table A and Alteration. Prospectus & Statement in lieu of Prospectus Contents, Misleading Prospectus
August	4 th week	21-8-2023 26-8-2023	03	• Memorandum of Association – Clauses and Alteration, Ultra virus, Articles of Association Table A and Alteration. Prospectus & Statement in lieu of Prospectus Contents, Misleading Prospectus
August	5 th week	28-8-2023 02-9-2023	03	30 th August Raksha Bandhan • Company Formation - Stages, secretarial duties at each stage in public company and private company.
September	1 st week	4-9-2023 9-9-2023	03	5 September Teachers day Celebration 7 th September Janmashtmi • Conversion and Reconversion of Private and Public Company : Secretarial Procedure.
September	2 nd week	11-9-2023 16-9-2023	03	ATKT Exams of Sem-II & Sem – IV Module - IV. Secretarial Correspondence • Correspondence– Shareholders, Debenture Holders, Registrar of Companies, Stock Exchange & penalties thereon

September	3 rd Week	18-9-2023 23-9-2023		19 th Sept to 23 rd Sept Ganpati Festival
September	4 th week	25-9-2023 30-9-2023	03	28 th Sept Anant Chaturdashi & Eid-E-Milad • Correspondence with SEBI, Company Law Board and penalties thereon, Role of technology in Secretarial Correspondence
October	1 st week	2-10-2023 7-10-2023	03	2 Oct Gandhi Jayanti • Specimens– Letter to shareholders - Rights Issue, Bonus Issue, Letter to ROC-Alteration of MOA/ AOA,
	2 st week	9-10-2023 14-10-2023	03	Letter to Stock Exchange –Listing of shares, Letters to Government- Reconversion/Conversion, Letter to Bank – Overdraft Facility
	3 nd week	16-10-2023 21-10-2023		Revision
	4 th week	23-10-2023 28-10-2023		24 th Oct Dussehra (Regular exam Sem-III)
November	1 st week	30-10-2023 04-11-2023		Regular exam Sem-III
	2 nd week	06-11-2023 11-11-2023		Regular exam Sem-III
	3 rd Week	13-11-2023 27-11-2023		13 th November to 27 th November Diwali Vacation

EKNATH B MADHVI SENIOR COLLEGE DOMBIVLI

TEACHING PLAN

ACADEMIC YEAR 2023 – 2024

Name of the lecturer: DR SUDHA	Faculty	COURSE: commerce
Department: commerce		

CLASS: S.Y.B.COM (A & B)

SUBJECT : SEM III

TOPIC: MANAGEMENT FUNCTIONS AND CHALLENGES

MONTHS	WEEK	DATE OF WEEK	NO. OF LECTURES	TOPIC
June	3 rd	19-6-2024 24-6-2024	4	Reopening of SY and TY b com. 21 st June yoga day celebration, Introduction to management Definition Meaning functions.
June	4 th	26-6-2024 1-7-2024	4	Importance of management, 29 th June holiday on the account of Bakri Eid.
July	1 st	3-7-2024 8-7-2024	4	6 th July guru purnima and ashadi ekadashi celebration,
July	2 nd	10-7-2024 15-7-2024	3	Managerial skills

July	3 rd	17-7-2024 22-7-2024	4	Henri fayol 14 principles of management.
July	4 th	24-7-2024 29-7-2024	4	Planning and decisions making. Definition and meaning. 29 th July moharram holiday.
August	1 st	31-7-2024 5-8-2024	4	Decisions making, Definition, functions, concepts.
August	2 nd	7-8-2024 2-8-2024	4	Techniques of decisions making.
August	3 rd	14-8-2024 19-8-2024	2	Coordination. 15 th August independence day celebration, 16 th August Parsi new year.
August	4 th	21-8-2024 26-8-2024	4	Organization Structure. Formal organization Informal organization.
August	5 th	28-8-2024 2-9-2024	3	30 th August raksha Bandhan holiday. Line organization, line and staff organization.
September	1 st	4-9-2024	3	MBE.

		9-9-2024		Meaning functions concepts. 5 th September teachers day celebration, 7 th janmastami .
September	2 nd	11-9-2024 16-9-2024	3	ATKT exam of Sem 2 and sem 4. MBO.
September	3 rd	18-9-2024 23-9-2024	—	Ganpati festival 19 th to 23 rd September.
September	4 th	25-9-2024 30-9-2024	3	28 th September Anant chaturthi and Eid e milad. De centralisation.
October	1 st	2-10-2024 7-10-2024	3	2 nd October Gandhi jayanti celebration. Written communication.
October	2 nd	9-10-2024 14-10-2024	4	Leadership Meaning concepts functions.
October	3 rd	16-10-2024 21-10-2024	4	Types of learning and leadership.
October	4 th	23-10-2024 28-10-2024	1	Dussehra 24 th October. Revision. Regular exam sem 3.

November	1 st	30-10-2024 4-11-2024		Regular exam sem 3.
November	2 nd	6-11-2024 11-11-2024		Dhanteras 10 th November
November	3 rd	13-11-2024 27-11-2024		13 th to 27 th November diwali vacation.

Ek Nath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Neetu Methwani	Faculty	Course : Commerce
Department : Commerce	Commerce	S.Y.Bcom –Business law Sem-IV

Class : S.Y.Bcom – Business Law Sem-IV

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023	3	Module - I. Indian Companies Act-2013 Part I Company –Concept, Features, Role of Promoters, Duties and liabilities of the Promoter.
December	1 st week	01-12-2023 02-12-2023	3	Effects of Pre-Incorporation contracts, Consequences of non-registration, and Lifting of Corporate Veil Exams of 1 st year students
	2 nd week	04-12-2023 09-12-2023	3	Classification of Companies Distinction between Private and Public Company. Advantages & disadvantages of Private and Public Company. Exams of 1 st year students
	3 rd week	11-12-2023 16-12-2023	3	Common Procedure for Incorporation of Company, Concept of Memorandum of Association (MOA) & Article of Association (AOA) –
	4 th week	18-12-2023 23-12-2023	2	Doctrine of Ultra Vires, Doctrine of Indoor Management. Prospectus – Concept, Kinds, Contents, Private Placement
	5 th week	25-12-2023 30-12-2023		Christmas Vacation
January	1 st week	02-01-2024 06-01-2024	3	Module - III. Indian Partnership Act –1932 Partnership – Concept, Essentials, True Test of Partnership, Partnership Deed, Cultural activities from 4 th Jan, 2024 to 13 th

				Jan, 2024
	2 nd week	08-01-2024 13-01-2024	4	Types of Partnership, Rights and Duties of Partners. Distinguish between Partnership & Company. Cultural and sports activities
	3 rd week	15-01-2024 20-01-2024	2	Dissolution – Concept, Modes of Dissolution, Consequences of Dissolution Limited Liability 15 th January, Makar Sankranti 20 th January, Annual Sports Day
	4 th week	22-01-2024 27-01-2024	3	Partnership (LLP) 2008 – Concept, Characteristics, Advantages & Disadvantages 22 th January, Lord Shri Ram Mandir Pran Pratistha 24 th January, Distribution of Regular & ATKT Marksheets 26 th January, Republic Day Celebration
	5 th week	29-01-2024 31-01-2024	2	LLP:, Procedure for Incorporation. Winding up of LLP, Distinction between LLP and Partnership
February	1 st week	01-02-2024 03-02-2024	2	Module – IV- Consumer Protection Act 1986 Objectives and features of Consumers Protection Act Definitions – Complainant, Complaint, Consumer, Consumer Dispute, Defect, Deficiency, District Forum, Person Unfair trade practices
	2 nd week	05-02-2024 10-02-2024	3	Consumer Protection Council Consumer Dispute Redressal Agencies: 6 th February, Form filling of Regular & ATKT exams
	3 rd week	12-02-2024 17-02-2024	3	Composition and jurisdiction of District forum, State Commission and National Commission
	4 th week	19-02-2024 24-02-2024	4	Module- 5Intellectual Property Right (IPR) – Concept, Nature, Introduction. IPR relating to Patents – Concepts of Invention and discovery, 19 th February, Shivaji Jayanti
	5 th week	26-02-2024 29-02-2024	2	General principles applicable to working of patented inventions, Term of Patent. Infringement of Patent Rights & Remedies. IPR relating to Copyrights- Concepts,

				Duration or term of Copy right,
March	1 st week	01-03-2024 02-03-2024	2	Original work and fair use, Rights of Copyright holder, Infringement of Copyrights & Remedies.
	2 nd week	04-03-2024 09-03-2024	4	IPR relating to Trademarks –Concept, Functions of Trade Mark, types, trademarks that cannot be registered 8 th March, Mahashivratri
	3 rd week	11-03-2024 16-03-2024	3	Registration of Trade Marks, rights of the proprietor of Trade Marks. Procedure for registration of Trade Marks. Infringement of Trademarks & Remedies. 12 th March, Prize distribution
	4 th week	18-03-2024 23-03-2024		Revision (Regular exam Sem-4)
	5 th week	25-03-2024 30-03-2024		25 th March, Holi 29 th March, Good Friday
April	1 st week	01-04-2024 06-04-2024		
	2 nd week	08-04-2024 13-04-2024		9 th April, Gudi Padwa 11 th April, Ramzan Eid
	3 rd week	15-04-2024 20-04-2024		17 th April, Ram Navmi
	4 th week	22-04-2024 27-04-2024		
	5 th week	29-04-2024 30-04-2024		

Ekmath B Madhavi Senior College of Arts, Commerce and Science

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Samata Mane	Faculty	Course : Commerce
Department : Commerce		SUB: Business Economics

Class : S.Y. Bcom : SEM - IV

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023		Re-opening of College Module - 1 The Role of Government in an Economy Meaning and Scope of Public Finance Major Fiscal Functions Allocation Function Distribution Function Stabilization Function
December	1 st week	01-12-2023 02-12-2023		Exams of 1 st year students Principle of Maximum Social Advantage

	2 nd week	04-12- 2023 09-12- 2023		Exams of 1 st year students Dalton & Musgrave views The principle in practice Limitations
	3 rd week	11-12- 2023 16-12- 2023		Relation between Efficiency, Markets & Governments The Concept of Public Goods & the role of Government Module No -2 Public Revenue Sources of Public Revenue
	4 th week	18-12- 2023 23-12- 2023		Cultural and sports activities Tax & Non Tax Revenues Objectives of taxation Canons of Taxation Types of Taxes : Direct & Indirect Tax base & Rates of taxation Proportional, progressive & regressive taxation
	5 th week	25-12- 2023 30-12- 2023		Christmas Vacation
January	1 st week	02-01- 2024 06-01- 2024		Cultural activities from 4 th Jan, 2024 to 13 th Jan, 2024 Shifting of tax burden

				Impact & incidence of taxation Processes Factors influencing incidence of taxation
	2 nd week	08-01-2024 13-01-2024		Economic Effects of Taxation On Income Wealth Consumption Savings Investment Production
	3 rd week	15-01-2024 20-01-2024		15 th January, Makar Sankranti 20 th January, Annual Sports Day Redistributive & Anti-inflationary nature of taxation and their implications
	4 th week	22-01-2024 27-01-2024		Module - III Public Expenditure and Public Debt Public Expenditure : Canons Classification Economic effects of public spending on production Consumption
	5 th week	29-01-2024 31-01-2024		distribution, employment stabilization

				Theories of Public Expenditure Wagner's Hypothesis
February	1 st week	01-02- 2024 03-02- 2024		Wiseman Peacock Hypothesis Causes for Public expenditure growth. Significance of Public Expenditure Social security contributions Low-income support
	2 nd week	05-02- 2024 10-02- 2024		6 th February, Form filling of Regular & ATKT exams 10 th February, Prize distribution (Tentative) Social Insurance programmes Public Debt Classification Burden of Debt Finance
	3 rd week	12-02- 2024 17-02- 2024		Internal & External : Public debt and Fiscal solvency Module - IV Fiscal Management & Financial Administration
	4 th week	19-02- 2024 24-02- 2024		19 th February, Shivaji Jayanti Regular & ATKT Exam Sem IV Fiscal Policy Meaning

				Objectives
	5 th week	26-02- 2024 29-02- 2024		Constituents Limitations Contra Cyclical Fiscal Policy Discretionary Fiscal policy Principles of sound Functional Finance
March	1 st week	01-03- 2024 02-03- 2024		Budget : Meaning, Objectives & types Structure of Union budget
	2 nd week	04-03- 2024 09-03- 2024		8 th March, Mahashivratri Deficit Concepts Fiscal Responsibility & Budget Management Act
	3 rd week	11-03- 2024 16-03- 2024		Intergovernmental Fiscal relations Fiscal Federalism Fiscal decentralization Central – state Financial relations 14 th Finance Commission Recommendations
	4 th week	18-03- 2024 23-03- 2024		Regular & ATKT Exam Sem IV
	5 th week	25-03- 2024		Regular & ATKT Exam Sem IV

		30-03-2024		25 th March, Holi 29 th March, Good Friday
April	1 st week	01-04-2024 06-04-2024		Regular & ATKT Exam Sem IV
	2 nd week	08-04-2024 13-04-2024		9 th April, Gudi Padwa 11 th April, Ramzan Eid
	3 rd week	15-04-2024 20-04-2024		17 th April, Ram Navmi
	4 th week	22-04-2024 27-04-2024		Vacation
	5 th week	29-04-2024 30-04-2024		Vacation

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher	Faculty	Course
Mrs.Sonali A Sathe	Commerce(Accountancy)	Accountancy & Financial Management- IV

Class : S.Y.B.Com

Sem : IV

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023		Discussion on sem IV exams Analysing the short falls and future corrections. Orientation to the syllabus & exam pattern Of sem iv
December	1 st week	01-12-2023 02-12-2023		Intro. To company accounts- Company & its types
	2 nd week	04-12-2023 09-12-2023		Shares and the issue process –IPO, Book building, Escrow,
	3 rd week	11-12-2023 16-12-2023		Forfeiture, Bonus issue, ESOP, SWEAT equity
	4 th week	18-12-2023 23-12-2023		Company final A/c Format
	5 th week	25-12-2023 30-12-2023		Christmas Vacation
January	1 st week	02-01-2024 06-01-2024		Redemption of preference shares- meaning & provisions
	2 nd week	08-01-2024 13-01-2024		Divisible & Non-divisible Profits
	3 rd week	15-01-2024 20-01-2024		Sums 15 th January, Makar Sankranti 20 th January, Annual Sports Day
	4 th week	22-01-2024 27-01-2024		22nd January, Lord Shri Ram Mandir Pran Pratistha Sums

				24 th January, Distribution of Regular & ATKT Marksheets 26 th January, Republic Day Celebration
	5 th week	29-01-2024 31-01-2024		Redemption of debentures – methods & sources
February	1 st week	01-02-2024 03-02-2024		Sums
	2 nd week	05-02-2024 10-02-2024		Profit prior to incorporation (6 th February, Form filling of Regular & ATKT exams 10 th February, Prize distribution (Tentative))
	3 rd week	12-02-2024 17-02-2024		Sums on ppi
	4 th week	19-02-2024 24-02-2024		Revision 19 th February, Shivaji Jayanti)
	5 th week	26-02-2024 29-02-2024		Revision
March	1 st week	01-03-2024 02-03-2024		exam
	2 nd week	04-03-2024 09-03-2024		8 th March, Mahashivratri
	3 rd week	11-03-2024 16-03-2024		
	4 th week	18-03-2024 23-03-2024		
	5 th week	25-03-2024 30-03-2024		25 th March, Holi 29 th March, Good Friday
April	1 st week	01-04-2024 06-04-2024		Revision
	2 nd week	08-04-2024 13-04-2024		Exam work (9 th April, Gudi Padwa 11 th April, Ramzan Eid)
	3 rd week	15-04-2024 20-04-2024		Correction 17 th April, Ram Navmi

	4 th week	22-04-2024 27-04-2024		Exam work
	5 th week	29-04-2024 30-04-2024		Results work

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Lecturer : Grisha Ghanshani	Faculty	Course : Commerce
Department : Commerce		Subject : Financial Accounting and Auditing.

Class : S.Y. B.Com (A & B)

Month

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023	02	Re-opening of College Module No 1 Introduction to Auditing
December	1 st week	01-12-2023 02-12-2023	01	Exams of 1 st year students Objectives of Auditing
	2 nd week	04-12-2023 09-12-2023	04	Exams of 1 st year students Objectives and Principles of Auditing
	3 rd week	11-12-2023 16-12-2023	04	Advantages and Disadvantages of Auditing, Type of errors & Type of frauds
	4 th week	18-12-2023 23-12-2023	04	Types of Audit, Balance sheet audit, Continuous Audit, Interim Audit, Final Audit.
	5 th week	25-12-2023 30-12-2023		Christmas Vacation
January	1 st week	02-01-2024 06-01-2024	03	Cultural activities from 4 th Jan, 2024 to 13 th Jan, 2024 Module No – 2 Audit planning, Features and Contents
	2 nd week	08-01-2024 13-01-2024	01	Cultural and sports activities Audit procedure detailed description
	3 rd week	15-01-2024 20-01-2024	03	15 th January, Makar Sankranti Audit Technique, Audit programme, Audit documentation and materiality 20 th January, Annual Sports Day

	4 th week	22-01-2024 27-01-2024	03	22 th January, Lord Shri Ram Mandir Pran Pratistha 24 th January, Distribution of Regular & ATKT Marksheets 26 th January, Republic Day Celebration Contents of Permanent Audit file and Current Audit file. Audit in debt.
	5 th week	29-01-2024 31-01-2024	04	Revision of Audit programme content. Revision of Module no – 1.
February	1 st week	01-02-2024 03-02-2024	04	Module No -3 Test checking and Routine checking
	2 nd week	05-02-2024 10-02-2024	03	6 th February, Form filling of Regular & ATKT exams 10 th February, Prize distribution (Tentative) Internal check advantage and disadvantage,
	3 rd week	12-02-2024 17-02-2024	04	Internal Audit advantage and disadvantage
	4 th week	19-02-2024 24-02-2024	03	19 th February, Shivaji Jayanti Internal control advantage and disadvantage
	5 th week	26-02-2024 29-02-2024	04	Audit sampling procedure, Internal control of salary and wages, Debtors and creditors along with sales and purchase.
March	1 st week	01-03-2024 02-03-2024	04	Module No – 4 Vouching, Points to be considered in Vouching.
	2 nd week	04-03-2024 09-03-2024	03	8 th March, Mahashivratri Verification, Points to considered in verification.
	3 rd week	11-03-2024 16-03-2024	03	Valuation, importance, objectives.
	4 th week	18-03-2024 23-03-2024	03	Revision of Vouching and Verification
	5 th week	25-03-2024 30-03-2024		25 th March, Holi 29 th March, Good Friday
April	1 st week	01-04-2024 06-04-2024	03	Revision of all topics and Previous year paper solved.

	2 nd week	08-04-2024 13-04-2024		9 th April, Gudi Padwa 11 th April, Ramzan Eid
	3 rd week	15-04-2024 20-04-2024		17 th April, Ram Navmi
	4 th week	22-04-2024 27-04-2024		----
	5 th week	29-04-2024 30-04-2024		-----

EKNATH B MADHVI SENIOR COLLEGE DOMBIVLI

Teaching plan

Academic year 2023 2024

Name of the lecturer: DR SUDHA	Faculty	Course: commerce
Department: commerce		Subject: management production and finances

CLASS: S.Y.B.Com (A &B) SEM IV

Months	Week	DATE of week	No. Of lectures	Topic
November	4 th	28-11-2023 30-11-2023	2	Reopening of college Unit 1 : production and inventory management.
December	1 st	1-12-2023 2-12-2023	1	Objective scope. Exam of 1 st year students.
December	2 nd	4-12-2023 9-12-2023	4	Production planning and control. Exam of 1 st year students.
December	3 rd	11-12-2023 16-12-2023	4	Productivity Functions meaning concepts .
December	4 th	18-12-2023	4	Quality management.

		23-12-2023		
December	5 th	25-12-2023 30-12-2023	—	Christmas vacation.
January	1 st	2-1-2024 6-1-2024	3	Cultural activities from 4 th Jan to 14 th January, Quality circle Functions meaning concepts
January	2 nd	8-1-2024 13-1-2024	1	Six Sigma, Cultural activities and sports.
January	3 rd	15-1-2024 20-1-2024	3	ISO 9000. Kiazen. 15 th January makar Sankranti. 20 th January annual day.
January	4 th	22-1-2024 27-1-2024	3	22 nd January lord shri ram mandir pran pratishtha . 22 nd January distribution of regular & ATKT marksheet. 26 th january republic day celebration. Indian financial system.

January	5 th	29-1-2024 31-1-2024	4	Financial markets.
February	1 st	1-2-2023 3-2-2024	4	SEBI. Functions meaning concepts.
February	2 nd	5-2-2024 10-2-2024	3	Stock exchange Functions meaning concepts. 6 th form filling and regular exam of ATKT. 10 th prize distribution day tentative
February	3 rd	12-2-2024 17-2-2024	4	Credit Care ica.
February	4 th	19-2-2024 24-2-2024	4	Revisions.
February	5 th	26-2-2024 29-2-2024	4	Recent trends in finance.
March	1 st	1-3-2024 2-3-2024	3	Mutual funds. Functions meaning concepts.
March	2 nd	4-3-2024	3	8 th March mahashivratri.

		9-3-2024		SIP Meaning.
March	3 rd	11-3-2024 16-3-2024	3	Revisions
March	4 th	18-3-2024 23-3-2024	4	Commodity markets.
March	5 th	25-3-2024 30-3-2024	—	25 th March holi 29 th March good Friday
April	1 st	1-4-2024 6-4-2024	3	Revision of all topics.
April	2 nd	8-4-2024 13-4-2024	—	9 th April gudi padwa 11 th April Ramzan Eid.
April	3 rd	15-4-2024 20-4-2024	—	17 th April Ram Navami.
April	4 th	22-4-2024 27-4-2024	—	
April	5 th	29-4-2024	—	

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Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Vikas Mahajan	Faculty	Course : Commerce
Department : Commerce	Term : II	Sub: Foundation Course

Class : S.Y. B. Com Sem: IV

Month

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023	03	Re-opening of College Module 1 - Significant, contemporary Rights of Citizens A. Rights of Consumers-Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements.
December	1 st week	01-12-2023 02-12-2023	02	Exams of 1 st year students B. Right to Information- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories.
	2 nd week	04-12-2023 09-12-2023	02	Exams of 1 st year students B. Right to Information- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories.
	3 rd week	11-12-2023 16-12-2023	03	C. Protection of Citizens'/Public Interest- Public Interest Litigation, need and procedure to file a PIL; some landmark cases.
	4 th week	18-12-2023 23-12-2023	03	D. Citizens' Charters, Public Service Guarantee Acts.
	5 th week	25-12-2023 30-12-2023		Christmas Vacation

January	1 st week	02-01-2024 06-01-2024	02	Cultural activities from 4 th Jan, 2024 to 13 th Jan, 2024 Module 2 Approaches to understanding Ecology A. Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centristm, Ecofeminism and Deep Ecology.
	2 nd week	08-01-2024 13-01-2024	02	Cultural and sports activities A. Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centristm, Ecofeminism and Deep Ecology.
	3 rd week	15-01-2024 20-01-2024	02	15 th January, Makar Sankranti 20 th January, Annual Sports Day B. Environmental Principles-1: the sustainability principle; the polluter pays principle; the precautionary principle.
	4 th week	22-01-2024 27-01-2024	02	22 th January, Lord Shri Ram Mandir Pran Pratistha 24 th January, Distribution of Regular & ATKT Marksheets 26 th January, Republic Day Celebration B. Environmental Principles-1: the sustainability principle; the polluter pays principle; the precautionary principle.
	5 th week	29-01-2024 31-01-2024	04	C. Environmental Principles-2: the equity principle; human rights principles; the participation principle.
February	1 st week	01-02-2024 03-02-2024	02	Module 3 Science and Technology II Part A: Some Significant Modern Technologies, Features and Applications:
	2 nd week	05-02-2024 10-02-2024	03	6 th February, Form filling of Regular & ATKT exams 10 th February, Prize distribution (Tentative) Laser Technology- Light Amplification by Stimulated Emission of Radiation; use of laser in remote sensing, GIS/GPS mapping, medical use
	3 rd week	12-02-2024 17-02-2024	03	19 th February, Shivaji Jayanti Satellite Technology- various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses.

	4 th week	19-02-2024 24-02-2024	03	Information and Communication Technology- convergence of various technologies like satellite, computer and digital in the information revolution of today's society.
	5 th week	26-02-2024 29-02-2024	03	Biotechnology and Genetic engineering- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life.
March	1 st week	01-03-2024 02-03-2024	03	Nanotechnology- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.
	2 nd week	04-03-2024 09-03-2024	02	8 th March, Mahashivratri Issues of Control, Access and Misuse of Technology
	3 rd week	11-03-2024 16-03-2024	04	Module 4 Introduction to Competitive Examinations Part A. Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres: i. Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT). ii. Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.
	4 th week	18-03-2024 23-03-2024	03	Information on areas tested: Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking ii. Motivation: Concept, Theories and Types of Motivation iii. Goal-Setting: Types of Goals, SMART Goals, Stephen Covey's concept of human endowment

	5 th week	25-03-2024 30-03-2024	02	25 th March, Holi 29 th March, Good Frida Time Management: Effective Strategies for Time Management,
April	1 st week	01-04-2024 06-04-2024		Writing Skills: Paragraph Writing, Report Writing
	2 nd week	08-04-2024 13-04-2024	02	9 th April, Gudi Padwa 11 th April, Ramzan Eid Filing an application under the RTI Act, Consumer Grievance Letter.
	3 rd week	15-04-2024 20-04-2024		17 th April, Ram Navmi Revision
	4 th week	22-04-2024 27-04-2024		Revision
	5 th week	29-04-2024 30-04-2024		Revision

Eknath B Madhavi Senior College, Dombivli

Teaching Plan

Academic Year: 2023-24

Name of the Teacher : Vikas Mahajan	Faculty	Course : Commerce
Department : Commerce	Term – II	Sub: Company Secretarial Practice

Class : S.Y. B. Com Sem: IV

Month

Month	Week	Dates of the week	No of the lectures	Topic
November	4 th week	28-11-2023 30-11-2023	03	Re-opening of College Module – 1 Directors – Appointment, Duties, Role, Directors Report, Director Identification Number (DIN).
December	1 st week	01-12-2023 02-12-2023	02	Exams of 1 st year students Module – 1 Directors – Appointment, Duties, Role, Directors Report, Director Identification Number (DIN).
	2 nd week	04-12-2023 09-12-2023	02	Exams of 1 st year students Types of Directors, Role of CEO, Non-Executive Directors, Independent Director.
	3 rd week	11-12-2023 16-12-2023	03	Auditor- Appointment, Rotation of Auditors, Duties, Rights & Powers.
	4 th week	18-12-2023 23-12-2023	03	Auditor- Appointment, Rotation of Auditors, Duties, Rights & Powers.
	5 th week	25-12-2023 30-12-2023		Christmas Vacation
January	1 st week	02-01-2024 06-01-2024	02	Cultural activities from 4 th Jan, 2024 to 13 th Jan, 2024 Module - 2 Types of Company meeting, Secretarial Duties – Before, During and after company meeting – Annual General Meeting, Extra-Ordinary General Meeting, Board Meeting.

	2 nd week	08-01-2024 13-01-2024	02	Cultural and sports activities Module - 2 Types of Company meeting, Secretarial Duties – Before, During and after company meeting – Annual General Meeting, Extra-Ordinary General Meeting, Board Meeting.
	3 rd week	15-01-2024 20-01-2024	02	15 th January, Makar Sankranti 20 th January, Annual Sports Day Types of Company meeting, Secretarial Duties – Before, During and after company meeting – Annual General Meeting, Extra-Ordinary General Meeting, Board Meeting.
	4 th week	22-01-2024 27-01-2024		22 th January, Lord Shri Ram Mandir Pran Pratistha 24 th January, Distribution of Regular & ATKT Marksheets 26 th January, Republic Day Celebration
	5 th week	29-01-2024 31-01-2024	03	Types of Company meeting, Secretarial Duties – Before, During and after company meeting – Annual General Meeting, Extra-Ordinary General Meeting, Board Meeting.
February	1 st week	01-02-2024 03-02-2024	03	Notices, Agenda, Chairman, Quorum & Proxy – Concept and Statutory Provisions.
	2 nd week	05-02-2024 10-02-2024	03	6 th February, Form filling of Regular & ATKT exams 10 th February, Prize distribution (Tentative) Motion, Resolution, Minutes – Concept, Types.
	3 rd week	12-02-2024 17-02-2024	03	Voting, Minutes – Concept, Methods.
	4 th week	19-02-2024 24-02-2024	03	19 th February, Shivaji Jayanti Module 3: Dematerialisation – Need and Importance, Secretarial Duties, Procedures, Participants.
	5 th week	26-02-2024 29-02-2024	03	Online Trading – Concept, Advantages & Disadvantages, Bombay Stock Exchange Online Trading (BOLT), BOSS.
March	1 st week	01-03-2024 02-03-2024	03	Bombay Stock Exchange Online Trading (BOLT), BOSS.
	2 nd week	04-03-2024 09-03-2024		8 th March, Mahashivratri Listing of securities – Procedure, Advantages, Secretarial Duties, Scrips –

				Types.
	3 rd week	11-03-2024 16-03-2024	03	Module 4: Reports and Winding Up Company Reports – Types, Secretarial Duties with regard to payment of dividend, Interest, Charges & penalties.
	4 th week	18-03-2024 23-03-2024	03	Winding up of Company – Procedure & Statutory Provisions, Secretarial role in winding up.
	5 th week	25-03-2024 30-03-2024	03	25 th March, Holi 29 th March, Good Friday Specimen – Notice & Agenda of Annual General Meeting, Notice & Agenda of Board Meeting prior to Annual General Meeting, Resolution for appointment of Company Secretary,
April	1 st week	01-04-2024 06-04-2024	03	Specimen – Notice & Agenda of Annual General Meeting, Notice & Agenda of Board Meeting prior to Annual General Meeting, Resolution for appointment of Company Secretary,
	2 nd week	08-04-2024 13-04-2024	01	9 th April, Gudi Padwa 11 th April, Ramzan Eid Meeting, Resolution for appointment of Company Secretary,
	3 rd week	15-04-2024 20-04-2024	03	17 th April, Ram Navmi Special Resolution for alteration of Memorandum of Association,
	4 th week	22-04-2024 27-04-2024	03	Minutes of Board Meeting prior to Annual General Meeting, Minutes of Annual General Meeting.
	5 th week	29-04-2024 30-04-2024	03	Minutes of Board Meeting prior to Annual General Meeting, Minutes of Annual General Meeting.