

Kharagpur College
Department of Commerce
Teaching Plan

Name of the Teacher: Rabindranath Changdar

Term 1: Commencement of classes to 1st Internal exam., Term 2: 1st Internal to 2nd Internal exam., Term 3: 2nd Internal to ESE preparatory break

Semester I	
Syllabus Allotted	MDC 01T : BUSINESS ORGANIZATION
No. of Classes(Hours) per week	MDC 01: 2
Teaching Plan	MDC 01T : BUSINESS ORGANIZATION
	Term 1
	<u>Unit-IV: Business intermediaries</u>
	Lecture 1: Meaning and primary discussion
	Lecture 2: Concept of wholesalers
	Lecture 3: Concept of retailers
	Lecture 4: Concept of distributors
	Lecture 5: Role and significance of wholesalers
	Lecture 6: Role and significance of retailers
	Lecture 7: Role and significance of distributors
	Lecture 8: Functions of wholesalers
	Lecture 9: Functions of retailers
	Lecture 10: Functions of distributors
	Lecture 11: Tutorial (Misc. Discussion)
	Lecture 12: Tutorial(Misc. Discussion)
	Lecture 13: Tutorial (Doubt Clearing)
	Term 2
	<u>Unit –V: Administrative Organization in Business:</u>
	Lecture 14: Concept and preliminary discussion
	Lecture 15: Different types of Organization Structure-Basic concept
	Lecture 16: Formal and Informal Organisation (first)
	Lecture 17: Formal and Informal Organisation (first)
	Lecture 18: Line and Staff organization (first)
	Lecture 19: Line and Staff organization (first)
	Lecture 20: Tutorial (Misc. Discussion)
	Lecture 21: Tutorial (Misc. Discussion)
	Lecture 22: Centralization and Decentralization (first)
	Lecture 23: Centralization and Decentralization (Second)
	Lecture 24: Centralization and Decentralisation (Third)
	Lecture 25: Nature and Objectives

	Term 3
	Lecture 26: Advantages
	Lecture 27: Disadvantages
	Lecture 28: Tutorial (Misc. Discussion)
	Lecture 29: Tutorial (Misc. discussion)
	Lecture 30: Tutorial- (Doubt clearing)
	Lecture 31: Tutorial (Discussion on previous year VU question)
Semester III	
Syllabus Allotted	SEC1T:E-COMMERCE (HONOURS) C5T: COMPANY LAW (GENERAL)
No. of Classes(Hours) per week	SEC 1 T: 2 C5T: 2
Teaching Plan	
	SEC1T : E-Commerc(Hons.)
	Term 1
	<u>Unit 1: Introduction</u>
	Lecture 1: Meaning, nature, concepts of e-commerce
	Lecture 2: Advantages, disadvantages of e-commerce
	Lecture 3: Reasons for transacting online
	Lecture 4: Types of E-commerce, E-commerce business model
	Lecture 5: Modern forces behind E-commerce
	Lecture 6: Introduction of internet and meaning
	Lecture 7: Evolution and features of Internet
	Lecture 8: The dynamics of world wide web
	Lecture 9: Designing of e-commerce website
	Lecture 10: Building and Launching of E-commerce website
	Lecture 11: Outsourcing vs inhouse development of a website
	Term 2
	<u>Unit 2: Security and Encryption</u>
	Lecture 12: Need and concept of e-commerce security environment
	Lecture 13: Security threats in e-commerce environment
	Lecture 14: Hacking, Sniffing, Cyber Vandalism
	Lecture 15: Technology solution
	Lecture 16: Tutorial (Doubt clearing)
	Lecture 17: Tutorial (Misc. Discussion)
	Lecture 18: Tutorial (Discussion on previous year VU question)
	Lecture 19: Tutorial (Discussion on previous year VU question)
	Term 3
	<u>Unit 3: IT Act 2000 and Cyber Crimes</u>
	Lecture 20: IT Act 2000: Definitions
	Lecture 21: IT Act 2000: Definitions
	Lecture 22: Digital signature
	Lecture 24: Electronic governance

Lecture 25: Attribution, acknowledgement and dispatch of electronic records
Lecture 26: Regulation of certifying authorities
Lecture 27: Digital signatures certificates, Duties of subscribers
Lecture 28: Penalties and adjudication
Lecture 29: Appellate Tribunal, Offences and Cyber-crimes
Lecture 30: Tutorial (Misc. Discussion)
Lecture 31: Tutorial (Misc. Discussion)
Lecture 32: Tutorial (Discussion on previous year VU question)
C5T: COMPANY LAW (GENERAL)
Term 1
<u>UNIT 1: Introduction</u>
Lecture 1: Administration of Company Law [including National Company Law Tribunal (NCLT) (First)
Lecture 2: Administration of Company Law [including National Company Law Tribunal (NCLT) (Second)
Lecture 3: National Company Law Appellate Tribunal (NCLAT)
Lecture 4: National Company Law Appellate Tribunal (NCLAT)
Lecture 5: National Company Law Appellate Tribunal (NCLAT)
Lecture 6: Special Courts
Lecture 7: Characteristics of a company
Lecture 8: Lifting of corporate veil
Lecture 9: Types of companies
Lecture 10: One person company
Lecture 11: Tutorial (Misc. Discussion)
Lecture 12: Tutorial (Misc. Discussion)
Lecture 13: Small company
Lecture 14: Dormant company
Lecture 15: Association not for profit
Lecture 16: Illegal association
Lecture 17: Formation of company
Lecture 18: On-line filing of documents
Lecture 19: Tutorial (Misc. Discussion)
Lecture 20: Tutorial (Misc. Discussion)
Lecture 21: promoters, their legal position
Lecture 22: pre-incorporation contract
Lecture 23: on-line registration of a company
UNIT 2: Documents
Lecture 24: Memorandum of association
Lecture 25: Articles of association
Lecture 26: Doctrine of constructive notice and indoor management prospectus-shelf and red herring prospectus
Lecture 27: Misstatement in prospectus, GDR
Lecture 28: Book building

	Lecture 29: Allotment and forfeiture of share, Transmission of shares
	Lecture 30: Buyback and provisions regarding buyback; Issue of bonus shares
	Lecture 31: Tutorial (Misc. Discussion)
	Lecture 32: Tutorial (Discussion on Previous year VU Question)
Semester V	
Syllabus Allotted	DSE2T: FINANCIAL MARKET, INSTITUTION, FINANCIAL SERVICES (HONOURS) SEC3T: ENTREPRENEURSHIP(GENERAL)
No. of Classes(Hours) per week	DSE2T:2 SEC3T:2
	DSE2T: FINANCIAL MARKET, INSTITUTION, FINANCIAL SERVICES (HONOURS)
	Term 1
	<u>Unit 1: Introduction</u>
	Lecture 1: Financial markets and institutions
	Lecture 2: Financial intermediation
	Lecture 3: Flow of funds matrix
	Lecture 4: Financial system and economic development
	Lecture 5: An overview of Indian financial system
	<u>Unit 2: Financial Markets</u>
	Lecture 6: Money market – functions
	Lecture 7: Organisation and instruments of Money market
	Lecture 8: Role of central bank in money market
	Lecture 9: Indian money market – An overview
	Lecture 10: Capital Markets – functions
	Lecture 11: Organisation and instruments of Capital market
	Lecture 12: Indian debt market
	Lecture 13: Indian equity market – primary and secondary markets
	Lecture 14: Role of stock exchanges in India
	Lecture 15: Tutorial (Misc. Discussion)
	Lecture 16: Tutorial (Doubt Clearing)
	Term 2
	<u>Unit 3: Financial Institutions</u>
	Lecture 17: Commercial banking – introduction
	Lecture 18: Role of Commercial banking in project finance and working capital finance
	Lecture 19: Development Financial institutions (DFIs) – An overview and role in Indian economy (First)
	Lecture 20: Development Financial institutions (DFIs) – An overview and role in Indian economy (Second)
	Lecture 21: Life and non-life insurance companies in India
	Lecture 22: Tutorial (Misc. Discussion)
	Term 3
	Lecture 23: Mutual Funds – Introduction and their role in capital market development (First)

Lecture 24: Mutual Funds – Introduction and their role in capital market development (Second)
Lecture 25: Non-banking financial companies (NBFCs).
Lecture 26: Tutorial (Misc. Discussion)
Lecture 27: Tutorial (Doubt Clearing)
Lecture 28: Tutorial (Discussion on previous year VU question)
SEC3T: ENTREPRENEURSHIP(GENERAL)
Term 1
<u>Unit 1: Introduction</u>
Lecture 1: Meaning, elements
Lecture 2: Determinants and importance of entrepreneurship and creative behaviour
Lecture 3: Entrepreneurship and creative response to the society' problems and at work
Lecture 4: Dimensions of entrepreneurship: intrapreneurship, technopreneurship
Lecture 5: Cultural entrepreneurship, international entrepreneurship
Lecture 6: Netpreneurship, ecopreneurship,
Lecture 7: Social entrepreneurship
Lecture 8: Tutorial (Misc. Discussion)
Term 2
<u>Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises</u>
Lecture 9: Concept of business groups and role of business houses
Lecture 10: Family business in India
Lecture 11: The contemporary role models in Indian business: their values, business philosophy and behavioural orientations (First)
Lecture 12: The contemporary role models in Indian business: their values, business philosophy and behavioural orientations (Second)
Lecture 13: Conflict in family business and its resolution
Lecture 14: Tutorial (Misc. Discussion)
<u>Unit 3: Various aspect of Entrepreneurship</u>
Lecture 15: Public and private system of stimulation
Lecture 16: Support and sustainability of entrepreneurship
Lecture 17: Requirement, availability and access to finance
Lecture 18: Marketing assistance, technology, and industrial accommodation
Term 3
Lecture 19: Role of industries/entrepreneur's associations
Lecture 20: Role of self help group
Lecture 21: The concept, role and functions of business incubators
Lecture 22: Angel investors
Lecture 23: Venture Capital
Lecture 24: Private Equity Fund
Lecture 25: Tutorial (Misc. Discussion)
Lecture 26: Tutorial (Misc. Discussion)
Lecture 27: Tutorial (Doubt Clearing)
Lecture 28: Tutorial (Discussion on previous year V.U. question)

Kharagpur College
Department of Commerce
Teaching Plan

Name of the Teacher: Anupam Roy

Term 1: Commencement of classes to 1st Internal exam., Term 2: 1st Internal to 2nd Internal exam., Term 3: 2nd Internal to ESE preparatory break

Semester I	
Syllabus Allotted	MDC 01T : BUSINESS ORGANIZATION COASEC 01 P: SECRETARIAL PRACTICE
No. of Classes(Hours) per week	MDC 01: 2 COASEC 01: 2
Teaching Plan	MDC 01T : BUSINESS ORGANIZATION
	Term 1
	<u>UNIT 1- INTRODUCTION</u>
	Lecture 1: Business and its concept
	Lecture 2: Nature and Scope of Business
	Lecture 3: Objectives of Business
	Lecture 4: Social responsibility of Business
	Lecture 5: Classification of Business
	Lecture 6: Cocepts of Industry
	Lecture 7: Concept of Trade and Commerce
	Lecture 8: Functions and Importance of Industry Trade and Commerce
	Lecture 9: Socialistic Economy
	Lecture 10: Capitalistic Economy
	Lecture 11: Mixed Economy
	Lecture 12: Tutorial(Misc. Discussion)
	Lecture 13: Tutorial (Misc. Discussion)
	Term 2
	<u>UNIT 2- FORMS OF BUSINESS ORGANIZATION</u>
	Lecture 14: Sole Proprietorship
	Lecture 15: Partnership
	Lecture 16: Limited liability partnership
	Lecture 17: Joint Stock Company
	Lecture 18: One person company
	Lecture 19: Private limited company
	Lecture 20: Tutorial (Misc. Discussion)
	Lecture 21: Tutorial (Misc. Discussion)
	<u>UNIT 3- Business Combination and Concentration</u>
	Lecture 22: Concept of Business Combination
	Lecture 23: Causes of Business Combination
	Lecture 24: Types, Advantages and Disadvantages

	Lecture 25: Types, Advantages and Disadvantages
	Term 3
	Lecture 27: Vertical combination
	Lecture 28: Horizontal combination
	Lecture 29: Pool and Cartel
	Lecture 30: Tutorial (Misc. discussion)
	Lecture 31: Tutorial- (Misc. discussion)
	Lecture 32: Tutorial (Discussion on previous year VU question)
Semester III	
Syllabus Allotted	C5T: HUMAN RESOURCE MANAGEMENT (HONOURS) SEC1T:E-COMMERCE (HONOURS) C5T: COMPANY LAW (GENERAL)
No. of Classes(Hours) per week	C5T: 2 SEC 1 T: 2 C5T: 2
Teaching Plan	C5T: HUMAN RESOURCE MANAGEMENT (HONOURS)
	Term 1
	<u>UNIT 3: Training and Development</u>
	Lecture 1: Concept and Importances
	Lecture 2: Identifying Training and Development Needs
	Lecture 3: Designing Training Programmes
	Lecture 4: Role-Specific and Competency-Based Training
	Lecture 5: Evaluating Training Effectiveness
	Lecture 6: Training Process Outsourcing
	Lecture 7: Management Development
	Lecture 8: Career Development
	Lecture 9: Tutorial (Misc. Discussion)
	Term 2
	<u>UNIT 4: Performance Appraisal</u>
	Lecture 10: Nature, objectives and importance
	Lecture 11: Modern techniques of performance appraisal
	Lecture 12: Modern techniques of performance appraisal
	Lecture 13: Potential appraisal and employee counseling
	Lecture 14: Job changes - transfers and promotions
	Lecture 15: Compensation
	Lecture 16: Job evaluation
	Lecture 17: Methods of wage payments and incentive plans
	Lecture 18: Fringe benefits
	Lecture 19: Performance linked compensation.
	Lecture 20: Tutorial
	Lecture 21: Tutorial
	Lecture 22: Tutorial
	Term 3
	<u>Unit 5: Maintenance</u>

Lecture 23: Employee health and safety
Lecture 24: Employee welfare
Lecture 25: Social security
Lecture 26: Employer-Employee relations- an overview
Lecture 27: Grievance-handling and redressal
Lecture 28: Industrial Disputes: causes and settlement machinery
Lecture 29: Tutorial (Misc.Discussion)
Lecture 30: Tutorial (Discussion on previous year VU question)
SEC1T : E-Commerc(Hons.)
Term 1
<u>Unit 1: Introduction</u>
Lecture 1: Meaning, nature, concepts of e-commerce
Lecture 2: Advantages, disadvantages of e-commerce
Lecture 3: Reasons for transacting online
Lecture 4: Types of E-commerce, E-commerce business model
Lecture 5: Modern forces behind E-commerce
Lecture 6: Introduction of internet and meaning
Lecture 7: Evolution and features of Internet
Lecture 8: The dynamics of world wide web
Lecture 9: Designing of e-commerce website
Lecture 10: Building and Launching of E-commerce website
Lecture 11: Outsourcing vs inhouse development of a website
Term 2
<u>Unit 2: Security and Encryption</u>
Lecture 12: Need and concept of e-commerce security environment
Lecture 13: Security threats in e-commerce environment
Lecture 14: Hacking, Sniffing, Cyber Vandalism
Lecture 15: Technology solution
Lecture 16: Tutorial (Doubt clearing)
Lecture 17: Tutorial (Misc. Discussion)
Lecture 18: Tutorial (Discussion on previous year VU question)
Lecture 19: Tutorial (Discussion on previous year VU question)
Term 3
<u>Unit 3: IT Act 2000 and Cyber Crimes</u>
Lecture 20: IT Act 2000: Definitions
Lecture 21: IT Act 2000: Definitions
Lecture 22: Digital signature
Lecture 24: Electronic governance
Lecture 25: Attribution, acknowledgement and dispatch of electronic records
Lecture 26: Regulation of certifying authorities
Lecture 27: Digital signatures certificates, Duties of subscribers
Lecture 28: Penalties and adjudication
Lecture 29: Appellate Tribunal, Offences and Cyber-crimes
Lecture 30: Tutorial (Misc. Discussion)
Lecture 31: Tutorial (Misc. Discussion)

	Lecture 32: Tutorial (Discussion on previous year VU question)
	C5T: COMPANY LAW (GENERAL)
	Term 1
	<u>UNIT 3: Management</u>
	Lecture 1: Classification of directors
	Lecture 2: Disqualifications of directors
	Lecture 3: Director identity number (DIN)
	Lecture 4: Appointment; Legal positions
	Lecture 5: Powers and duties of a Director
	Lecture 6: Removal of directors
	Lecture 7: Key managerial personnel, managing director, manager
	Lecture 8: Meetings of shareholders and board; Types of meeting, convening and conduct of meetings
	Lecture 9: Postal ballot, meeting through video conferencing, evoting
	Lecture 10: Committees of Board of Directors - Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Corporate Social Responsibility Committee.
	Lecture 11: Tutorial (Misc. Discussion)
	Lecture 12: Tutorial (Misc. Discussion)
	Term 2
	<u>UNIT 4: Dividends, Accounts, Audit</u>
	Lecture 13: Provisions relating to payment of Dividend
	Lecture 14: Provisions relating to Books of Account
	Lecture 15: Provisions relating to Audit
	Lecture 16: Auditors' Appointment
	Lecture 17: Rotation of Auditors, Auditors' Report
	Lecture 18: Secretarial Audit
	Lecture 19: Tutorial (Misc. Discussion)
	Lecture 20: Tutorial (Misc. Discussion)
	Term 3
	<u>UNIT V: Winding Up -Insider-Trading, Whistle-Blowing</u>
	Lecture 21: Concept and modes of Winding Up (First)
	Lecture 22: Concept and modes of Winding Up (Second)
	Lecture 23: Insider-Trading; meaning and legal provisions
	Lecture 24: Whistle blowing: Concept and Mechanism
	Lecture 25: Tutorial (Misc. Discussion)
	Lecture 26: Tutorial (Misc. Discussion)
	Lecture 27: Tutorial (Discussion on Previous year VU Question)
	Semester V
Syllabus Allotted	C11T: PRINCIPLES OF MARKETING(HONOURS) DSE2T: FINANCIAL MARKET, INSTITUTION, FINANCIAL SERVICES (HONOURS) SEC3T: ENTREPRENEURSHIP(GENERAL)

No. of Classes(Hours) per week	C11T:2 DSE2T:2 SEC3T:2
Teaching Plan	C11T: PRINCIPLES OF MARKETING(HONOURS) Term 1 <u>Unit 3: Product</u> Lecture 1: Concept and importance Lecture 2: Product classifications Lecture 3: Concept of product mix Lecture 4: Branding Lecture 5: Packaging and labelling Lecture 6: Product-Support Services Lecture 7: Product life-cycle Lecture 8: New Product Development Process Lecture 9: Consumer adoption process Lecture 10: Tutorial (Doubt Clearing) Term 2 <u>Unit 4: a. Pricing b. Distribution Channels and Physical Distribution</u> Lecture 11: Significance of Pricing Lecture 12: Factors affecting price of a product Lecture 13: Pricing policies and strategies Lecture 14: Channels of distribution - meaning and importance Lecture 15: Types of distribution channels Lecture 16: Functions of middle man Lecture 17: Factors affecting choice of distribution channel Lecture 18: Wholesaling and retailing Lecture 19: Types of Retailers; e-tailing Lecture 20: Physical Distribution Lecture 21: Tutorial (Misc. Discussion) Lecture 22: Tutorial (Doubt Clearing) Lecture 23: Tutorial (Discussion on Previous year VU question) Term 3 <u>Unit 5: a. Promotion b. Recent developments in marketing</u> Lecture 24: Nature and importance of promotion Lecture 25: Communication process Lecture 26: Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics (First) Lecture 27: Types of promotion: advertising, personal selling, public relations & sales promotion, and their distinctive characteristics (Second) Lecture 28: Promotion mix Lecture 29: Factors affecting promotion mix decisions Lecture 30: Social Marketing, online marketing Lecture 31: direct marketing, services marketing, green marketing, Rural marketing; Consumerism

Lecture 32: Tutorial (Misc. Discussion)
Lecture 33: Tutorial (Discussion on Previous year VU questions)
DSE2T: FINANCIAL MARKET, INSTITUTION, FINANCIAL SERVICES (HONOURS)
Term 1
<u>Unit 1: Introduction</u>
Lecture 1: Financial markets and institutions
Lecture 2: Financial intermediation
Lecture 3: Flow of funds matrix
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Lecture 21: Life and non-life insurance companies in India
Lecture 22: Tutorial (Misc. Discussion)
Term 3
Lecture 23: Mutual Funds – Introduction and their role in capital market development (First)
Lecture 24: Mutual Funds – Introduction and their role in capital market development (Second)
Lecture 25: Non-banking financial companies (NBFCs).
Lecture 26: Tutorial (Misc. Discussion)
Lecture 27: Tutorial (Doubt Clearing)
Lecture 28: Tutorial (Discussion on previous year VU question)
SEC3T: ENTREPRENEURSHIP(GENERAL)
Term 1
<u>Unit 1: Introduction</u>
Lecture 1: Meaning, elements
Lecture 2: Determinants and importance of entrepreneurship and creative behaviour

Lecture 3: Entrepreneurship and creative response to the society' problems and at work
Lecture 4: Dimensions of entrepreneurship: intrapreneurship, technopreneurship
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Lecture 6: Netpreneurship, ecopreneurship,
Lecture 7: Social entrepreneurship
Lecture 8: Tutorial (Misc. Discussion)
Term 2
<u>Unit 2: Entrepreneurship and Micro, Small and Medium Enterprises</u>
Lecture 9: Concept of business groups and role of business houses
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Lecture 23: Venture Capital
Lecture 24: Private Equity Fund
Lecture 25: Tutorial (Misc. Discussion)
Lecture 26: Tutorial (Misc. Discussion)
Lecture 27: Tutorial (Doubt Clearing)
Lecture 28: Tutorial (Discussion on previous year V.U. question)