

**M. L. Dahanukar College of Commerce (Autonomous)****Teaching Plan: 2025 - 26****Department: B.Com (Management Studies) Class: S.Y.B.Com (Management Studies)****Semester: IV****Subject: Strategic Management****Name of the Faculty: Dr. Mitali Shelankar**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 25	<b>Module 1: Introduction to Strategic Management-</b> Business Policy-Meaning, Nature, Importance, Strategy-Meaning, Features, Levels, Policy Vs strategy, Strategic Management-Meaning, Features, Importance, Process	Assignments	16
Dec 25	<b>Module 1: Introduction to Strategic Management-</b> Strategic Business Units (SBU's)- Meaning, Advantages, Limitations, Strategic Intent – Meaning, Components - Mission, Vision, Goals, Objective, Plans.	Practical Assignment	12
Jan 26	<b>Module 2: Strategy Formulation</b> Business Environment – Meaning, Features, Components, Environment Analysis and Scanning – Meaning, Need, SWOT Analysis. • Corporate Level Strategy- Stability, Growth, Retrenchment Integration and Internationalization. • Business Level Strategy- Cost Leadership, Differentiation, Focus, • Functional Level Strategy- R&D, HR, Finance, Marketing, Production	Quiz	10
Feb 26	<b>Module 3: Strategy Implementation</b> Models of Strategy- BCG Matrix, GE 9Cell, ADL Matrix, Porter 5 Forces, 7S Frame Work, Ansoff's Matrix, Blue Ocean Strategy, Red Ocean Strategy, Making Strategic Analysis, Choices & Implementation. Strategic Choice – Meaning, Factors, Strategic Implementation-Meaning, Steps, Implementation at Project, Process, Structural, Behavioural Levels.	Presentations	12
March 26	<b>Module 4: Strategic Evaluation &amp; Control</b> Standards- Concept, Types, Benchmarking- Concept, Objectives, Types, Advantages, Limitations, Gap Analysis-Concept, Process, Advantages. Strategic Evaluation & Control– Meaning, Steps, Techniques of Control, Barriers to Strategic Control, Synergy- Concept, Types, Advantages. Role of Information System, Change Management–Concept, Forces of Change, Ways to overcome change.	Presentations	10
	<b>Total Lectures</b>		<b>60</b>

**Dr. Mitali Shelankar****Dr. Mitali Shelankar****Sign of Faculty****Sign of Coordinator**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 25	<b>Module 1: Retail Management an overview-</b> Retail Management: Concept, Importance of retailing, Factors influencing retail trade, Scope for retail management, Retail Formats – Classification, factors affecting growth of organized retail in India, Multichannel retailing – Meaning, Types, Benefits, E-tailing – Meaning, Advantages, Limitations.	Assignments	16
Dec 25	<b>Module 1: Retail Management an overview</b> Emerging trends in Retail- IT in Retail: Importance, Advantages and Disadvantages, Applications of IT in retail, FDI in Retailing: Meaning, Need for FDI in Indian Retail scenario, Concept of Green Retailing, Concept of Airport retailing, Impact of Globalization in Retail.	Practical Assignment	12
Jan 26	<b>Module 2: Retail Consumer and Retail Strategy</b> Retail consumer/ Shopper - Meaning of Retail shopper, Factors influencing Retail shopper, Changing profile of retail shopper, Market research as a tool for understanding retail, Markets and shoppers, CRM in Retail – Meaning, Objectives, Customer Retention Approaches, Special Customer services, Personalization, Community. Retail Strategy -Promotional Strategies, Steps in developing retail strategy, Retail Value Chain, Store Location Selection - Meaning, types of retail location, Factors influencing store location, HRM in Retail – Meaning, Significance, Functions, Organization structure in retail – Meaning, Factors influencing organization structure, Organization structure for small stores, Independent retailers and departmental store.	Quiz	10
Feb 26	<b>Module 3: Merchandise Management and Pricing</b> Concept, Types of Merchandising, Principle of merchandising, Merchandise Planning - Meaning, Process, Merchandise Category - Meaning, Importance, Components, Role of Category captain, Merchandise Procurement – Meaning, Process, Sources of Merchandise.	Presentations	12

	<ul style="list-style-type: none"> <li>• Buying Function- Buying Cycle, Factors affecting the buying function, functions for buying for different types of organization, Young and Rubicam's Brand Asset Valuator, Concept of Lifestyle Merchandising, Private Label -Meaning, Categories, Need and Importance, Retail Pricing- Meaning, Consideration in setting retail pricing, Pricing strategies: High Low pricing, Everyday low pricing, Market skimming, Market penetration, Leader pricing, Odd pricing, Single pricing, Multiple pricing, Anchor Pricing, Meaning, Advantages and Limitations and Variable pricing and Price discrimination – Meaning and Type</li> </ul>		
March 26	<p><b>Module 4: Managing and Sustaining Retail</b></p> <p>Retail Store Operations - Meaning, Responsibilities of store manager, 5 S of retail operations, Store Design – Meaning, Objectives, Principles, Elements of exterior and Interior store design, Store Atmospherics and aesthetics, Store Layout – Meaning, Types, Signage and Graphics – Meaning, significance          Concept of Digital Signage, Feature Areas: Meaning, Types. • Visual Merchandising – Meaning, Significance, Tools used for visual merchandising, concept of Planogram, Display – Meaning, Methods to display, errors in creating display, Mall Management- Meaning, and Components Ethical issues in retailing, Licenses/ Permission to start retail store in India, Career Option</p>	Presentations	10
	<b>Total Lectures</b>		<b>60</b>

**Sneha Chavan**

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# M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B.Com (Management Studies) Class: S.Y.B. Com (Management Studies)

Semester: IV

Subject: Sales and Distribution Management

Name of the Faculty: Mrummayi Belwalkar

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	<b>Module 1: Sales Management – An Overview</b> Meaning of Sales Management, Evolution of Sales Management, Role of Sales Department, Developments of Sales Management, Qualities of a Sales Management, Structure of Sales Organisation, Sales Forecasting- Concept & Methods, Sales Quotas- Meaning, Types of Sales Quotas, Factors determining fixation of Sales Quotas, Process of Selling, Methods of Closing a Sale, Selling Skills, Selling Strategies, Sales Negotiation, Sales Compensation and Incentive Plans, Consumer Vs. Organisational Selling, Ethics in Sales Management, Sales Performance – Meaning, Methods of Supervision and Control of Sales Force, Sales Performance – Meaning, Evaluation Criteria, Sales Management Audit	Assignments	8
Dec 25	<b>Module 1: Sales Management – An Overview</b> New Trends in Sales Management: AI & Automation in Sales, Data-Driven Decision Making, Digital & Social Selling, Omnichannel & Hybrid Sales Models, Data-Driven Decision-Making, Remote & Virtual Selling.	Practical Assignment	6
Jan 26	<b>Module 2: Distribution Management &amp; Performance Evaluation</b> Distribution Management- Meaning and Importance, Channel Partners and their functions, Difference between Distributor and Wholesaler, Difference between Wholesaler and Retailer, Distribution Strategies: Intensive, Selective, Exclusive, Factors affecting distribution strategy	Quiz	5
Feb 26	<b>Module 2: Distribution Management &amp; Performance Evaluation</b> Channel Conflicts: Types, Reasons and Kenneth Thomas's Five Styles of Conflict Resolution, Motivating Channel Members, Evaluating Channels- Effectiveness, Efficiency and Equity, Control of Channel – Instruments of controlling Channel Partners, Distribution Audit, Ethics in Distribution Management	Presentations	6

March 26	<b>Module 2: Distribution Management &amp; Performance Evaluation</b> New Trends in Distribution Management- Omnichannel Distribution, Direct-to Consumer (D2C) Model, AI & Automation in Logistics, Sustainable & Green Distribution, Automation and Robotics, Blockchain Technology	Presentations	5
	<b>Total Lectures</b>		<b>30</b>

**Mrunmayi Belwalkar**

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**Dr. Mitali Shelankar**

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<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 25	<p><b>Module 1: Change Management --- An Overview</b></p> <p>Change- Concept, Importance, Forces of Change- Internal and External, Types of Change, Levels of Change- Individual, Group, Organizational level, Change Management Models- Kurt Lewin's Model of Change, Warner Burke's 7 Step Action Research Model, Approaches to Change Management: Behavioural, Cognitive and Psychodynamic Approach to Change, Distinction between First Order and Second Order Change</p> <p>Identify Leadership Issues in Change Management, Role of a Leader in Change Management, Goleman Leadership Skills and Practices, Qualities and Competencies of a Change Leader</p>	Assignments	16
Dec 25	<p><b>Module 2: Resistance &amp; Implementation of Change</b></p> <p>Resistance: Meaning, Sources of Resistance to Change- Individual, Organizational sources, Impact of change on people, Ways to deal with resistance to change, Role of Communication in managing change.</p> <p>Implementation: Leader as change agent, An Integrated Approach to Organizational Change, Change Strategies, Guidelines for effective implementation to change.</p>	Practical Assignment	12
Jan 26	<p><b>Module 3: Introduction &amp; Understanding of Conflict Management</b></p> <p>Conflict: Meaning, Types- Functional &amp; Dysfunctional Conflict, Levels of Conflict, Process of Conflict, Organizational Conflicts- Causes, Benefits &amp; Limitations, Conflict Outcomes- Win-lose, Lose-Lose, Win-Win, Compromise.</p> <p>Conflict Management- Meaning &amp; Need, Conflict Resolution Strategies.</p>	Quiz	10

Feb 26	<b>Module 4: Settlement of Conflicts</b> Prevention of Industrial Conflicts – Labour Welfare Officer, Tripartite and Bipartite Bodies, Standing Orders, Grievance Procedure, Collective Bargaining Settlement of conflicts: Investigation, Mediator, Conciliation, Voluntary Arbitration, Compulsory Arbitration, labour courts, industrial tribunals, national tribunals (Concept & Process).	Presentations	12
March 26	<b>Module 4: Settlement of Conflicts</b> Negotiation- Meaning, Process, Elements affecting Negotiation, Challenges for Effective Negotiation, Ethics in Negotiation- Need, Ethically Ambiguous Negotiation Tactics.	Presentations	10
	<b>Total Lectures</b>		<b>60</b>

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<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 25	<b>Module 1: Overview of Business Leadership</b> Leadership– Meaning, Role and Responsibilities of Business Leaders, Theories –Trait Theory, Behavioural Theory, Path Goal Theory, Contingency Theory, Servant Leadership Theory, Emotional Intelligence Theory given by Daniel Goleman, Emotional intelligence and its relevance in leadership, Ethics in leadership, Case Studies of effective leadership.	Assignments	8
Dec 25	<b>Module 1: Overview of Business Leadership</b> Charismatic Leaders– Meaning of Charisma, Types of charismatic leaders (socialized, personalized, office-holder, personal, divine), Strategic leaders– Meaning, Qualities, Role. of a Strategic leader, Contemporary leadership – Issues, Styles, Transactional v/s Transformational leaders, Need for Leadership Assessment Style.	Practical Assignment	6
Jan 26	<b>Module 2: Human Resource Planning – An Overview</b> Human Resource Planning–Meaning, Features, Scope, Approaches, Levels of HRP, Types, Tools, Steps in HRP, HR Demand Forecasting– Factors, Techniques, HR Supply Forecasting– Factors, Techniques, Barriers in Effective Implementation of HRP and Ways to Overcome.	Quiz	5
Feb 26	<b>Module 2: Human Resource Planning – An Overview</b> Matching Human Resource Requirement and Availability through - Retention, Resourcing, Flexibility, Downsizing, Layoff, Human Resource Audit: Meaning, Need, Objectives, Process, Areas, HRP Practitioner– Meaning, Role,	Presentations	6
March 26	<b>Module 2: Human Resource Planning – An Overview</b> HRP Evaluation- Meaning, Need, Process, HRIS- Meaning and Components.	Presentations	5
	<b>Total Lectures</b>		<b>30</b>

**Priya Tiwari****Dr. Mitali Shelankar****Sign of Faculty****Sign Of Coordinato**

**Department: B.Com (Management Studies) Class: S.Y.B.Com (Management Studies)****Semester: IV****Subject: Equity and Debt Markets****Name of the Faculty: Dr. Rashmi Bendre**

<b>Month</b>	<b>Topics to be Covered</b>	<b>Additional Activities planned / done</b>	<b>Number of Lectures (of 60 minutes)</b>
Nov 25	<b>Module 1: Introduction to Financial Market</b> Equity market – meaning & definitions of equity share; Growth of Corporate sector & simultaneous growth of equity shareholders; divorce between ownership and management in companies; development of Equity culture in India & current position.	Assignments	16
Dec 25	<b>Module 1: Introduction to Financial Market-</b> Debt market – Evolution of Debt markets in India; Money market & Debt markets in India, Regulatory framework in the Indian Debt market.	Practical Assignment	12
Jan 26	<b>Module 2: Dynamics of Equity Market</b> Primary: IPO – methods followed (simple numerical), Book building, Role of merchant bankers in fixing the price, Red herring prospectus – unique features and Numerical on sweat equity, ESOP & Rights issue of shares. • Secondary: Definition & functions of stock exchanges, Evolution & growth of stock exchanges, Stock exchanges in India, NSE, BSE OTCEI & overseas stock exchanges, Recent developments in stock exchanges and Stock market Indices.	Quiz	10
Feb 26	<b>Module 3: Players in Debt Markets</b> Primary: IPO – methods followed (simple numerical), Book building, Role of merchant bankers in fixing the price, Red herring prospectus – unique features and Numerical on sweat equity, ESOP & Rights issue of shares. Secondary: Definition & functions of stock exchanges, Evolution & growth of stock exchanges, Stock exchanges in India, NSE, BSE OTCEI & overseas stock exchanges, Recent developments in stock exchanges and Stock market Indices.	Presentations	12

March 26	<b>Module 4: Valuation of Equity &amp; Bonds</b> Valuation of equity: Balance sheet valuation, Dividend discount model (zero growth, constant growth & multiple growth) and Price earning model Valuation of bonds: Determinants of the value of bonds, Yield to Maturity, Interest rate risk and Determinants of Interest Rate Risk	Presentations	10
	<b>Total Lectures</b>		<b>60</b>

**Dr. Rashmi Bendre**

**Dr. Mitali Shelankar**

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# M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B.Com (Management Studies) Class: S.Y.B.Com (Management Studies)

Semester: IV

Subject: Auditing

Name of the Faculty: Naznin Jamadar

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	Basics – Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing. Errors & Frauds – Definitions, Reasons and Circumstances, Types of Error –Commission, Omission, Compensating error. Types of frauds, Risk of fraud and Error in Audit, Auditors Duties and Responsibilities in case of fraud.	Assignments	8
Dec 25	Principles of Audit – Integrity, Objectivity, Independence, Skills, Competence, Work performed by others, Documentation, Planning, Audi Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting	Practical Assignment	6
Jan 26	Types of Audits – Meaning, Advantages, Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit	Quiz	5
Feb 26	Audit Planning – Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussion with Client, Overall Audit Approach. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before commencing Work, Overall Audit Approach Audit Working Papers - Meaning, importance, Factors determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working	Presentations	6

	Papers, Auditors Lien on Client's Books.		
March 26	Audit Notebook – Meaning, structure, Contents, General Information, Current Information, Importance. Audit of Income - Cash Sales, Consignment Sales Audit of Expenditure - Purchases, Salaries and Wages, Audit of Assets- Debtors, Plant and Machinery Audit of Liabilities - Bills Payable, Secured loans	Presentations	5
	<b>Total Lectures</b>		<b>30</b>

Naznin Jamadar

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# M. L. Dahanukar College of Commerce (Autonomous)

Teaching Plan: 2025 - 26

Department: B.Com (Management Studies) Class: S.Y.B.Com (Management Studies)

Semester: IV

Subject: Financial Services Management in Banking

Name of the Faculty: CA Vasihnavi Limaye

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	<p><b>Module 1: Introduction to Financial Services</b></p> <p>Financial Services - Meaning, Classification, Scope, Fund Based Activities, Non-Fund Based Activities, Modern Activities, Sources of Revenue, Need for Financial Innovation, New Financial Products &amp; Services, Innovative Financial Instruments, Challenges Facing the Financial Sector.</p> <ul style="list-style-type: none"><li>• Merchant Banking - Definition, Origin, Merchant Banking in India, Merchant Banks and Commercial Banks, Services of Merchant Banks, Qualities of Merchant Bankers in Market Making Process, Progress of Merchant Banking in India, Problems, Scope of Merchant Banking in India.</li></ul>	Assignments	8
Dec 25	<p><b>Module 2: Mutual Funds, Factoring and Forfeiting</b></p> <p>Mutual Funds - Introduction to Mutual Funds, Structure of Mutual Fund in India, Classification of Mutual Funds, AMFI Objectives, Advantages of Mutual Funds, Disadvantages of Mutual Funds, NAV Calculation and Pricing of Mutual Funds, Mutual Funds Abroad, Mutual Funds in India, Reasons for Slow growth, Future of Mutual Funds Industry.</p> <ul style="list-style-type: none"><li>• Factoring and Forfeiting - Factoring, Meaning, Modus Operandi, Terms and Conditions, Functions, Types of Factoring, Factoring vs. Discounting, Cost of factoring, Benefits, Factoring in India, International Factoring, Definition, Types of Export Factoring, Factoring in Other Countries, EDI Factoring, Forfeiting- Definition, Factoring vs. Forfeiting, Working of Forfeiting, Cost of Forfeiting, Benefits of Forfeiting, Drawbacks of Forfeiting.</li></ul>	Practical Assignment	6

Jan 26	<p><b>Module 3: Securitization of Debts and Derivatives</b></p> <p>Securitization of Debt - Meaning &amp; Definition of Securitization, Securitization vs. Factoring, Modus Operandi, Role of Merchant Banker, Role of Other Parties, Securitization Structure Securable assets, Benefits of Securitization, Conditions for Successful Securitization,</p> <p>Securitization Abroad, Securitization in India, Reasons for non-popularity of Securitization, Future Prospects of Securitization.</p> <p>Derivatives - Meaning, Types of Financial Derivatives, Options, Futures, Forwards, Swaps, Futures</p> <p>&amp; Options Trading System, Clearing Entities &amp; Their Role.</p>	Quiz	5
Feb 26	<p><b>Module 4: Housing Finance and Consumer Finance</b></p> <p>Housing Finance - Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing Finance Agencies.</p>	Presentations	6
March 26	<p><b>Module 4: Housing Finance and Consumer Finance</b></p> <p>Consumer Finance - Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing &amp; Insurance of Consumer Finance, Consumer Credit Scoring.</p>	Presentations	5
	<b>Total Lectures</b>		<b>60</b>

**CA Vasihnavi Limaye**

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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 (Management Studies) Class: S.Y.B.Com (Management Studies)

Semester: IV

Subject: Evolution of Indian Numismatics - II

Name of the Faculty: Harpreet Saluja

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	<b>Module 1: Late historical coinage of India</b> Gupta coinage: Brief History of the Gupta Dynasty, Coins of Samudra Gupta, Coins of Chandra Gupta II, Coins of Kumara Gupta I, Coins of Skanda Gupta, Gupta Coins as a source of Cultural Data.	Assignments	8
Dec 25	<b>Module 1: Late historical coinage of India</b> Coins of dynasties of the post Gupta period: Coins of the Hunas, Coins of Harshavardhana, Coins of the Gurjara Pratiharas, Coins of the Chahamanas (Chauhans), Coins of the Yadavas of Devagiri, Coins of the Pala Dynasty.	Practical Assignment	6
Jan 26	<b>Module 2: Early historical to medieval coinage of southern India</b> An overview of coins of southern India, early historical period: Brief History of Southern India: 3rd c. BCE to 8th c. CE, Early Coins of Southern India, Coins of the Vishnukundins, Coins of the Pallavas, Coins of the Chalukyas of Badami, Coins of the Rashtrakutas.	Quiz	5
Feb 26	<b>Module 2: Early historical to medieval coinage of southern India</b> An overview of coins of southern India, early medieval to medieval period: Coinage of Indian, Tribal states: Brief History of Southern India: 9th c. CE-17th c., Coins of the Cholas,	Presentations	6
March 26	<b>Module 2: Early historical to medieval coinage of southern India</b> Coins of the Later Pandyas, Coins of the Kakatiyas, Coins of the Vijayanagara Empire, Coins of Chhatrapati Shivaji Maharaj.	Presentations	5
	<b>Total Lectures</b>		<b>30</b>

Harpreet Saluja

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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 (Management Studies) Class: S.Y.B.Com (Management Studies)

Semester: IV

Subject: Environment Management

Name of the Faculty: Priya Tiwari

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	<b>Module 1: Introduction to Environmental Management</b> Environmental Management: Concept, need and relevance, Concept of ISO 14000 and 16000, Concept of Carbon Bank and Carbon Credit.	Assignments	8
Dec 25	<b>Module 1: Introduction to Environmental Management</b> EIA- Environmental Impact Assessment, Environmental Audit, Constitutional and Legal Provisions for Environment Management in India.	Practical Assignment	6
Jan 26	<b>Module 1: Introduction to Environmental Management</b> Concept and Components of Geospatial Technology- Applications of GST & Google in Environmental Management.	Quiz	5
Feb 26	<b>Module 2: Sustainable Development</b> Introduction to sustainable development: UN's 17 Sustainable Development Goals - targets and indicators, challenges and strategies for SDGs, SDG in India.	Presentations	6
March 26	<b>Module 2: Sustainable Development</b> Principles of Sustainable Development, Stockholm Conference (1972), Brundtland Report (1987), Rio Earth Summit (1992).	Presentations	5
	<b>Total Lectures</b>		<b>30</b>

Priya Tiwari

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**M. L. Dahanukar College of Commerce (Autonomous)**

**Teaching Plan: 2025 - 26**

**Department: B.Com (Management Studies) Class: S.Y.B.Com (Management Studies)**

**Semester: IV**

**Subject: Shaskiya Marathi – II**

**Name of the Faculty: Mrs. Suhas S Ajgaonkar**

Month	Topics to be Covered	Additional Activities planned / done	Number of Lectures (of 60 minutes)
Nov 25	घटक-१ संक्षेपण कौशल्ये आणि कार्यालयीन भाषा आणि शिष्टाचार १. महितीचे संक्षेपण आणि संक्षेपण कौशल्ये. २. कार्यालयीन भाषा आणि शिष्टाचार	प्रश्नमंजूषा (Quiz)	8
Dec 25	३. शासकीय परिभाषा आणि तांत्रिक संज्ञा. ४. बैठकीतील मराठी भाषा आणि भाषण कौशल्य.	वाचन (Reading)	6
Jan 26	५. ई-मेल, मेमो, आणि पत्रव्यवहारातील शिष्टाचार ६. नोंदवही लेखन.	संक्षेपण लेखन (Summarisation)	5
Feb 26	घटक -२ डिजिटल प्रशासनातील मराठीचा वापर- १.डिजिटल प्रशासनातील मराठीचा वापर. २. शासकीय संकेतस्थळावरील मराठी भाषा आणि संज्ञा.	संक्षेपण सादरीकरण (Presentation)	6
March 26	३. ई- गर्हणन्स आणि डिजिटल दस्तऐवज लेखन. ४. संगणकीय अनुवाद साधने आणि त्यांचा उपयोग.	संक्षेपण सादरीकरण (Presentation)	5
	<b>Total Lectures</b>		<b>30</b>

Mrs. Suhas Ajgaonkar

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