

Schedule of Teaching Plan

Name of the Teacher:- Mr.Lohrasp Sadri

Department :-BAF Class:- F.Y.B.A.F Course:- Semester:-II

Subject :- Financial Accounting Special Accounting Areas –Paper II

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Departmental Accountants : Meaning, Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price, Stock Reserve Departmental Trading and Profit and Loss Account and Balance Sheet	15 Lectures	23rd Dec 2013
II	Branch Accounts : Meaning / Classification of Branches, Accounting for Dependent Branch Not Maintaining Full Books, Debtors Method, Stock and Debtors Method	15 Lectures	21st Jan 2014
III	Accounting for Hire Purchase : Meaning, Calculation of Interest, Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price, Journal Entries, Ledger Accounts and Disclosure in Balance Sheet for Hirer and Vendor (Excluding Default, Repossession and Calculation of Cash Price)	15 Lectures	24th Feb 2014
IV	Consignment Accounts : Accounting for Consignment Transactions, Valuation of Stock Invoicing of Goods at Higher Price, (Excluding Overriding Commission, Normal / Abnormal Losses)	10 Lectures	13th Mar 2014

Subject :- AUDITING : PAPER – I

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	Information, Current Information and Importance		
III	Auditing Techniques 3.1 Test Check : Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions. 3.2 Audit Sampling : Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample 3.3 Internal Control : Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries. 3.4 Internal Checks Vs Internal Control, Internal Checks Vs Test Checks	12 Lectures	23rd Jan 2014
IV	Internal Audit 4.1 Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit 4.2 Internal Audit Vs External Audit, Internal Checks Vs Internal Audit	12 Lectures	10th Mar 2014

Schedule of Teaching Plan

Name of the Teacher:- Ms.Nikisha Kukreja

Department :- BAF Class:- F.Y.B.A.F Course:- Semester:-II

Subject :- FINANCIAL MANAGEMENT : PAPER - 1

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Introduction to Financial Management (a) Introduction (b) Meaning (c) Importance (d) Scope and Objectives (e) Profit v/ s. Value Maximization	8 Lectures	7th Dec 2013
II	Concepts in Valuation (a) The Time Value of Money (b) Present Value (c) Internal Rate of Return (d) Bonds Returns (e) The Returns from Stocks (f) Annuity (g) Techniques of Discounting (h) Techniques of Compounding	8 Lectures	21st Dec 2013
III	Investment Decisions (a) Introduction (b) Purpose of Capital Budgeting (c) Capital Budgeting Process (d) Types of Capital Investment Decisions (e) Project Cash Flows and Net Profit Approval (f) Basic Principle of Measuring Project Cash Flows: Increment Principle, Long Term Funds Principle, Exclusion of Financial Cost Principle, Post Tax Principle, Probability Technique for Measurement of Cash Flow (g) Capital Budgeting Techniques (Only Time Adjusted / Discounted Cash Flows) Net Present Value, PI, IRR, Discounted Pay Back (h) Capital Rationing (Note: Problems on Computation of Cash Inflow, Ranking of Projects on Various Techniques, Selection and Analysis with/ without Capital Rationing. Excluding Comparison of IRR with Required Rate of Return i.e. Cut off Rate, IRR and Mutually Exclusive Projects with Unequal Lives, Multiple IRR)	10 Lectures	18th Jan 2014
IV	Types of Financing (a) Introduction (b) Needs of Finance and Sources: Long Term, Medium Term, Short Term (c) Long Term Sources of Finance (d) Short Term Sources of Finance	8 Lectures	25th Feb 2014

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V	Cost of Capital (a) Introduction (b) Definition and Importance of Cost of Capital (c) Measurement of Cost of Capital (d) WACC	8 Lectures	10th Mar 2014
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Name of the Teacher:-Mr.Kayzad Dadachanji

Department :-BAF Class:- F.Y.B.A.F Course:- Semester:- II

Subject :- TAXATION : PAPER-1

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Maharashtra Value Added Tax (MVAT), Act 2002: Introduction 1.1 Definitions : Section: 2(4) Businesses ; 2(8) Dealers ; 2(12) Goods 2(13) Importer; 2(15) Manufacturer 2(20) Purchase Price; 2(22) Resale; 2(24) Sales; 2(25) Sales Price; 2(27) Service 2(33) Turnover of Sales and Rule 3 Incidence of Levy of Tax Sec. 3 Incidence of Tax Sec. 4 Tax Payable Sec. 5 Tax Not Leviable on Certain Goods Sec. 6 Levy of Sales Tax on Goods specified in the Schedule Sec. 7 Rate of Tax on Packing Material Sec. 8 Certain Sale and Purchase not Liable for Tax Payment of Tax and Recovery : Section: 42 - Composition of Tax and Notification 1505/ CR-105/ Taxation-1 Set Off, Refund, etc. : Section 48 and 49 Set Off, Refund etc. Along with Rules 52, 53, 54, 55	27 Lectures	28 th Jan 2014
II	Maharashtra Value Added Tax (MVAT), Act 2002: Registration Procedure and Rules: Section 16	11 Lectures	27 th Feb 2014
III	Maharashtra Value Added Tax (MVAT), Act 2002: Audit Section 22 and 61	6 Lectures	1 st Mar 2014
IV	Maharashtra Value Added Tax (MVAT), Act 2002: Penalty and Interest	6 Lectures	10 th Mar 2014

Schedule of Teaching Plan

Name of the Teacher:- Mr. Pranit Gonsalves

Department :- BAF Class:- F.Y.B.A.F Course:- Semester:- II

Subject :- BUSINESS LAWS - I

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Law of Contract 1872 (a) Nature of Contract (b) Classification of Contracts (c) Offer and Acceptance (d) Capacity of Parties to Contract (e) Free Consents (f) Consideration (g) Legality of Object (h) Agreement Declared Void (i) Performance of Contract (j) Discharge of Contract (k) Remedies for Breach of Contract (l) Indemnity (m) Guarantee (n) Bailment and Pledge (o) Agency	13 Lectures	11th Dec 2013
II	Sale of Goods Act 1930 (a) Formation of Contract of Sale (b) Goods and their Classifications (c) Price, Conditions and Warranties (d) Transfer of Properties in Goods (e) Performance of Contract of Sales (f) Unpaid Seller and his Rights (g) Sale by Auction (h) Hire Purchase Agreement	13 Lectures	13th Jan 2014
III	Negotiable Instrument Act 1881 (a) Definition of Negotiable Instruments (b) Features of Negotiable Instruments (c) Promissory Note (d) Bill of Exchange and Cheque (e) Holder and Holder in due Course (f) Crossing of a Cheque (g) Types of Crossing (h) Dishonour & Discharge of Negotiable Instruments	13 Lectures	23rd Feb 2014
IV	Consumer Protection Act 1986 (a) Salient Features (b) Definition of Consumers (c) Deficiency in Service (d) Defects in Goods	13 Lectures	10th Mar 2014

Schedule of Teaching Plan

Name of the Teacher:- Mr. Vinod Adagle

Department :-BAF Class:- F.Y.B.A.F Course:- Semester:- II

Subject :- QUANTITATIVE METHODS FOR BUSINESS -I

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Functions (a) Constant Function, Linear and Quadratic Functions (b) Business and Economic Functions Such as Demand, Supply, Revenue, Cost, Average Cost and Profit Functions (c) Equilibrium Point (d) Break Even Analysis	6 Lectures	5th Dec 2013
II	Mathematics of Finance (a) Simple and Compound Interest (b) Annuities, its Present and Future Values (c) Sinking Fund (d) Depreciation of Assets	10 Lectures	30th Dec 2013
III	Introduction to Statistics (a) Meaning, Scope and Limitations of Statistics (b) Concepts Such as - Population, Sample, Variate, Attribute, Parameter, Statistic (c) Types of Data: Discrete and Continuous Data, Primary and Secondary Data	10 Lectures	20th Jan 2014
IV	Presentation of Data (a) Frequency Distribution and Cumulative Frequency Distribution Tables (b) Graphical Presentation of Frequency Distribution by Histogram, Frequency Polygon, Frequency Curve (c) Diagrammatic Representation using Multiple and Percentage Bar Diagrams	10 Lectures	
V	Analysis of Quantitative Data 5.1 Measures of Central Tendency (a) Requirements of Good Average (b) Arithmetic Mean, Mode, Median, Deciles and Quartiles (c) Comparison of Mean, Mode and Median as Measures of Central Tendency 5.2 Measures of Dispersion (a) Range, Quartile Deviation and Mean Absolute Deviation (b) Standard Deviation (c) Coefficient of Variation	10 Lectures	

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VI	Index Numbers (a) Concepts of Index Numbers (b) Simple and Composite Price Index Numbers (c) Laspeyre's, Paasche's, Fisher's, Marshall-Edgeworth's and Dorbish-Bowley's Index Numbers (d) Cost of Living Index Number (e) Concept of Real Income (f) Uses of Index Numbers		
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Name of the Teacher:- _____

Department :- _____ Class:- F.Y.B.A.F Course:- Semester:- _____

Subject :- **BUSINESS COMMUNICATION : PAPER - II**

Unit	Nomenclature of the Topic Unit wise	No of Lectures Planned	Topic Completion date
I	Barriers to Effective Communication in Corporate World (a) Nature and Definitions of Barrier (b) Physical Barriers (c) Psychological Barriers (d) Semantic Barriers (e) Measures for Removal of Barriers		
II	Theory and Practice of Business Correspondence (a) Parts of Business Letter (b) Layouts of Business Letter (c) Principles of Effective Letter Writing (d) email Writing Etiquettes (e) Types of Letter: Letter of Application with Resume, Letter of Inquiry, Letter of Order, Letter of Collection, Letter of Complaint and Letter of Sales		
III	Interviews (a) Nature and Definitions of Interview (b) Types of Interviews (c) Application of WASP Technique (d) Preparations made by the interviewer, (e) Preparations made by the Interviewee (f) Commonly Asked Questions in the Interview		
IV	Presentations (a) Principles of Effective Presentation (b) Do's and Don'ts of Effective Presentation (c) Effective Use of OHP (d) Effective Use of Power Point Presentation (e) Guidelines for Effective Presentation		