

Dayanand College of Commerce (Jr.),Latur.

Annual Topic Plan

Subject – OCM

For the Academic Year 2021-22

Class – XIIth

Part – I Topic Wise Annual Plan (From - April to January)

Sr. No.	Name of Topic	Topic Contents	Tentative No. of Lectures
1.	Chap-I Principles of management	<ul style="list-style-type: none"> Introduction, meaning, Definition 1 - Nature of principles of management 2 - Significance of principles of management 2 - Henry Fayols Theory/Principles of management 4 - F. W. Taylor’s of scientific management 2 - Principles of Scientific management 3 - Techniques of scientific management 1 - Exercise 1 	15
2.	Chap-II Function of management	<ul style="list-style-type: none"> Introduction, meaning, Definition 1 1. Planning 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance 2. Organizing 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance 3. Staffing 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance 4. Directing 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance 5. Co- ordinating 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance 6. Controlling 3 <li style="padding-left: 20px;">Introduction, Meaning, Importance - Exercise 1 	20
3.	Chap-IV Business Services	<ul style="list-style-type: none"> - Introduction, meaning, Definition 1 - Features of Business Services 2 1. <u>BANKING</u> 3 <li style="padding-left: 20px;">- Types of banks 4 <li style="padding-left: 20px;">- Function of Commercial banks 2 <li style="padding-left: 20px;">- E Banking 1 2. <u>INSURANCE</u> 3 <li style="padding-left: 20px;">- Introduction 7 <li style="padding-left: 20px;">- Principles of Insurance <li style="padding-left: 20px;">- Types of Insurance 	

		3. TRANSPORT – Types of transport	4	36
		4. WAREHOUSING - Functions of warehousing	2	
		- Types of warehouses	2	
		5. COMMUNICATION - Types of communication	4	
		- Exercise	1	
4.	Chapter-VIII Marketing	- Introduction, meaning, Definition	2	22
		- Concept of Market	2	
		- Types of Market	4	
		- Importance of Marketing	5	
		- Functions of Marketing	3	
		- Marketing Mix	3	
		- Exercise	1	
5.	Chapter-VII Consumer Protection	- Introduction, meaning, Definition	1	16
		- Need and Importance of Consumer Protection	3	
		- Rights of Consumer	3	
		- Responsibilities of Consumer	2	
		- Ways and means of Consumer Protection	2	
		- Consumer protection Act. 2019	3	
		- Role of Consumer organisation and NGOs	1	
		- Exercise	1	
6.	Chapter-V Emerging modes of Business	- E- Business	6	17
		- Online Transaction	2	
		- Outsourcing	5	
		- BPO	1	
		- KPO	1	
		- LPO	1	
		- Exercise	1	
7.	Chapter-VI Social Responsibilities of Business	- Introduction, Concept of Social Responsibility	1	21
		- Need for Social Responsibility	3	
		- Social Responsibility towards :- Owners, Investors, Employees, Consumers Government, Society	12	
		- Business Ethics	2	
		- Corporate Social Responsibility	2	
		- Exercise	1	
8.	Chapter-III Entrepreneurship Development	- Introduction, History, Concept, Definition	1	
		- Characteristics of an Entrepreneur	2	
		- Qualities of successful Entrepreneur	2	
		- Function of an Entrepreneur	2	
		- Process of Entrepreneurship Development	2	
		- Recent Initiatives :- Startup India	1	
		- Standup India	1	

		- Agrotourism	1	14
		- Intrapreneur	1	
		- Exercise	1	

Part – II No. of Days Required for Examination

Exam Type	Exam Duration (In Days)	Syllabus
1) Unit Test – I	03	Chapter 1,2
2) First Term Exam	06	Chapter 1,2,4,
3) Unit Test – II	03	Chapter 7,8
4) First Practice Exam	06	All Syllabus
5) Second Practice Exam	06	All Syllabus
6) Application Based Test(ABT- Final Practical Exam.)	06	All Syllabus
Total Exam Duration (In Days)	30 Days	In Words: Thirty Days
B) The total no. of days required for Examinations (Part-II) to be held throughout the year = 161 Days*		
C) Total No. of Days (A+B = C) i.e. 161 Days + 30 Days = 191 Days**		

The above “Annual Topic Planning” is prepared by all the Teachers of respective subject
(Organisation of Commerce and Management) sitting together

Sr.No.	Name of the Subject Teacher	Signature	Remark (If Any..)
1.	Dr.Kulkarni J.V.		
2.	Prof.Agrawal A.M.		
3.	Prof.Jagtap S.A.		

Co-ordinator

Supervisor

