

F.Y.J.C. YEAR PLAN 2017-18
SUBJECT : ORGANISATION OF COMMERCE

| MONTHS | CONTENTS |
|------------------------|--|
| 2017-18 | |
| AUGUST, 2017 | Ch.1 Nature and Scope of Business : Introduction, Economic activities, Business Business, Profession, employment Objectives of business, Role of profit in business, classification of Business Activities, Business Risk |
| AUGUST, 2017 | Ch. 2 Small Business : Small scale industries – Tiny sector, cottage and rural industries. Role of small business in India, Problems of small business in India Govt. assistance and special schemes for industries in rural backward and hilly areas, MahilaBachat Gat. (F.Y.J.C. I unit exams SEPTEMBER FIRST WEEK) |
| SEPTEMBER, 2017 | Ch.3 Private, Public and Global Enterprises Introduction, classification of organization , Private sector organization, Public sector organization Forms of organizing public sector enterprises : Departmental Undertaking, Statutory Corporation, Government Company. Distinguish between Private and Public sector organisations , Changing role of Public Sector Enterprise Global Enterprises (Multinational Companies), Joint Ventures – Meaning, benefits |
| SEPTEMBER, 2017 | Ch. 4 Internal Trade : Introduction, Meaning and types of Internal Trade, Wholesale Trade, Retail Trade Types of Retail Trade, Distinguish between. Role of Chamber of Commerce and Industry, Distinguish between Wholesale Trade and Retail Trade |

**(DIWALI VACATION IN OCTOBER MONTH)
(TERMINAL EXAM NOVEMBER START)**

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|-----------------------|--|
| NOVEMBER, 2017 | Ch.5 International Trade Introduction, meaning of international business, scope of international business Modes of entry into international business, Export Import procedure and documentation, Import procedure Foreign Trade Promotion : Incentives and organizational support, International Trade Institution and Trade agreement, WTO Agreement |
| DECEMBER, 2017 | Ch.6 : Business Environment Nature of business, business environment, Interrelationship Christmas Vacation Meaning of Business Environment, Environment Concept, Importance of Business Environment, Dimensions of Business Environment, Political, Social, Legal, Technological Environment, Impact of Govt. Policy changes on business and industry, liberalization, privatization, globalization. |
| JANUARY, 2018 | Ch. 7 Marketing Introduction, Role/ significance/ importance of marketing, Distinction between marketing and selling, marketing mix. Product, Physical Distribution, Promotion, Price Factors influencing pricing (II ND UNIT TEST JANUARY MID) |
| FEBRUARY, 2018 | Ch.8 Nature & Significance of management Introduction, nature of management, objectives of management Importance of Management, Management as an Art, Science or Profession, Levels of management. Revision |
| FEBRUARY, 2018 | REVISION |

(ANNUAL EXAM IN APRIL MONTH)

F.Y.J.C. YEAR PLAN 2017-18
SUBJECT : ECONOMICS

| MONTHS | CONTENTS |
|------------------------|---|
| 2017-18 | |
| AUGUST, 2017 | <p style="text-align: center;">Ch.1 Economic Growth & Economic Development</p> <p>Introduction, Economic Growth – Meaning and Definition</p> <p>Features of economic growth, Indicators of economic growth, Economic Development – Meaning and definitions, Features of Economic Development</p> <p>Indicators of Economic development, Distinction between economic growth and economic development</p> |
| AUGUST, 2017 | <p>Ch. 2 Quality of Human Life</p> <p>Introduction, Physical Quality Life Index (PQLI) : Meaning and Indicators</p> <p>Advantages & Limitations of PQLI, Human Development : Meaning, Importance of Human Development. Human Development Index : Introduction, Construction of HDI, Classification of HDI, Limitations of HDI, HDI and India</p> <p>(F.Y.J.C. I unit exams SEPTEMBER month START)</p> |
| SEPTEMBER, 2017 | <p>Ch 3 – Major Challenges Before Indian Economy – Population</p> <p>Introduction, Population Explosion, Causes of Population Explosion, Human Resource, Measures to check rising population.</p> <p>Poverty :Introductio, Nature of Poverty in India, Rural and Urban Poverty, causes of poverty, effects of poverty, poverty eradication measures in India</p> <p>Unemployment : Introduction, Concept of unemployment, Types of unemployment in India, causes of unemployment, effects of unemployment, Govt. measures to reduce unemployment in India.</p> <p>Current Challenges : Introduction, Terrorism, Corruption, Hoarding, Black – marketing, Environmental deterioration, Economic effects.</p> |
| SEPTEMBER, 2017 | <p>Ch 4 Economic Reforms Since 1991 : Introduction, Meaning of Economic reforms, Need for Economic reforms or New Economic Policy</p> <p>Characteristics of NEP, Complements of NEP – Liberalization, Privatization, Globalisation.Impact of NEP on Agriculture, Industry.</p> <p style="text-align: center;">(DIWALI VACATION IN OCTOBER MONTH) (TERMINAL EXAM NOVEMBER START)</p> |
| NOVEMBER 2017 | <p>Ch 7 Introduction of Statistics : Introduction, Meaning and definition of Statistics, Scope of Statistics, Importance of Statistics in Economics.</p> |

NOVEMBER, 2017 **Ch 9: Graphical Presentation of Data** : Introduction, Tabulation – Components, Types of tables, Diagrammatic representation of Data. Simple bar diagram, multiple bar diagram.

Sub-divided bar diagram, percentage bar diagram, deviation bar and pie diagram

Graphical presentation – Histogram, Frequency polygon, Frequency curve, Ogive

DECEMBER, 2017 **Ch.5 : Economic Planning** : Meaning and Objectives, Introduction, meaning and definition, characteristics of economic planning, objectives of economic planning, Five year plans at a glance

10th Five Year Plan – study, objectives, features, targets, achievements and failures of 10th five year plan. 11th Five year plan objectives.

(CHRISTMAS VACATION)

JANUARY 2018

Ch.6 : Infrastructure Development in India : Introduction, Importance of infrastructural development, classification of infrastructure, traditional source of energy, commercial source of energy. Non-renewal sources of energy, renewable sources of energy, problems of energy sector, measures , Transport and communication, social infrastructure.

JANUARY 2018

Ch. 8 : Collection & organization of data : Introduction, collection of data, methods of collection of primary data, methods of collection of secondary data.

Ch.10 :Measures of Central Tendency : Introduction, Meaning & definition, Arithmetic mean, mode, median. Quartiles, Decile, Percentiles, Range

FEBRUARY 2018

Ch11 : Index Number: Introduction, Definition of Index Number, Types of Index Number, Construction of price index number.

January 2nd week F.Y.J.C. UNIT TEST-II

MARCH 2018

REVISION

(ANNUAL EXAM IN MONTH APRIL)

F.Y.J.C. YEAR PLAN 2017-18
SUBJECT : BOOK KEEPING AND ACCOUNTANCY

| MONTHS | CONTENTS |
|---------------------------------------|---|
| 2017-18 AUGUST, 2017 | <p>Ch.1 Introduction of Book – keeping and accountancy</p> <p>Basic Accounting Terminologies Accounting Concepts</p> <p>Ch.2 : Meaning & fundamentals of double book-keeping</p> <p>Classification of Accounts & Accounting Equation rules</p> <p>Ch3 : Source Documents required for accounting</p> <p>(FIRST UNIT TEST SEPTEMBER 1ST WEEK)</p> |
| SEPTEMBER, 2017 | <p>Ch4 : Journal</p> <p>Illustrations of Journal</p> <p>Ch5 Subsidiary Books – Simple Cash Book, Cash Book with cash and bank columns</p> <p>Analytical Petty Cash Book :Imprest system, Purchase Book, Sales book, Purchase Return book, Sales Return book</p> <p>Ch 6Ledger Illustrations of ledger</p> |
| OCTOBER 2017 | <p>Ch7 : Bank Reconciliation Statement Illustrations of BRS Revision</p> <p>(DIWALI VACATION IN OCT 2017) (TERM EXAM IN NOVEMBER 2017).</p> |
| NOVEMBER, 2017 | <p>Ch 8 Trial Balance, Illustrations of Trial Balance</p> |
| DECEMBER, 2017 | <p>Ch9 : Errors and their rectification</p> <p>Illustrations.</p> |

Christmas Vacation

JANUARY, 2018

Ch.10 Depreciation, Provisions & Reserves Illustrations

Illustrations of Depreciation.

Ch. 11 : Financial Statements of Proprietary Concern : Theory & Illustrations

January 2nd week F.Y.J.C. UNIT TEST-II

FEBRUARY, 2018

Illustrations of Final Accounts

Computer in accounting.Revision

MARCH 2018

REVISION

(ANNUAL EXAM IN MONTH OF APRIL)

F.Y.J.C. YEAR PLAN 2017-18
SUBJECT : SECRETARIAL PRACTICE

| MONTHS | CONTENTS |
|------------------------|--|
| 2017-18 | |
| AUGUST, 2017 | Ch.1 Secretary : Introduction Origin of secretary, Changing concept of secretary. Definition & features, Importance of secretary |
| AUGUST, 2017 | Ch 2: Types of Secretary : Introduction, Types of Secretary, Personal secretary, Institutional secretary : Secretary of NPO, Secretary of Co-op. Society, Secretary of JSC, Secretary of Govt. Department Qualifications & Qualities of secretary. Ch.3 : Joint Stock Company : Introduction, Evolution of Business organisations, Meaning, Definition, Features of JSC, Merits & Demerits of JSC (F.Y.J.C. I unit test September 2017)) |
| SEPTEMBER, 2017 | Ch. 4 : Formation of JSC : Introduction, Stages in the formation of company, Promotion stage, Incorporation stage. Capital Raising Stage, Commencement of Business stage Ch.5 : Documents related to the formation of JSC : Introduction, Memorandum of Association, Articles of Association Prospectus, Statement in lieu of prospectus Ch.6 Machinery monitoring JSC : Introduction, Need, Ministry of Corporate Affairs, Company Law Board |
| OCTOBER, 2017 | Regional Directors, Registrar of Companies, National Company Law Tribunal, National Company Law Appellate Tribunal The official Liquidator, Advisory Committee, Jurisdiction of court Revision Diwali Vacation (Term exam in month of November) |
| NOVEMBER, 2017 | Ch7 : Structural Organisation of JSC : Shareholder, Board of Directors, Managing Director |

DECEMBER, 2017 Auditor, Company Secretary

Ch. 8 : Company Meetings I : Introduction, Meaning and definition, Need of meeting, provisions for convening and conducting meeting, Notice, Agenda, Quorum, Chairman, Proxy, Motion, Ammendment, voting.

Christmas Vacation

JANUARY, 2018 **Ch. 9 : Company Meetings II** : Importance, Types of Meetings

Ch. 10 : Business Correspondence : Introduction, meaning, definition, principles of correspondence, Importance, Layout of business letter, Essential of a good business letter, Physical appearance of a business letter, precautions to be taken while writing letters.

January 2nd week F.Y.J.C. UNIT TEST-II

FEBRUARY, 2018 **Ch11 :Secretarial Correspondence with directors** : Introduction, Role of directors, Circumstances under which secretary corresponds with directors, letters.

Ch. 12 : Secretarial Correspondence with Registrar of Companies : Introduction, Role of Registrar, Circumstances under which secretary corresponds with registrar, letters.

MARCH 2018 **Ch13 : Secretarial Correspondence with Banks** : Introduction, Functions of Banks, Circumstances under which secretary corresponds with banks, letters.

Ch14 : Secretarial Correspondence with Insurance Companies : Introduction, principles of insurance, types of insurance, Circumstances under which secretary corresponds with banks, letters.

Revision

(ANNUAL EXAM IN MONTH OF APRIL)