



Maratha Vidya Prasarak Samaj's
ARTS AND COMMERCE COLLEGE, MAKHAMALABAD NASHIK
Tal: Nashik Dist: Nashik, Pincode: 422003

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/119/2008)

Contact No. : (0253)2530352
E-mail: accmnashik@gmail.com

Website: www.accmakhamalabad.ac.in

College Code: 0863
AISHE Code: C-41524

1.2.1 Percentage of programs in which Choice Based Credit System (CBCS)/electivecourse system has been implemented

Sr. No	Particulars	Page No.
1	CBCS Pattern Rules and Regulations(B.A. Programme)	2-11
2	CBCS Pattern Circular No.130/2019	12-13
3	CBCS Pattern Circular No.179/2019	14-15
4	Translated Circular No.247 /2019	16-16
5	CBCS Pattern Circular No.247/2019	17--18
6	5 th September 2019 Circular	19-21
7	FYBA CBCS Pattern Compulsory English and Optional English Syllabus with Question Paper Pattern	22-31
8	FYBA Marathi Syllabus with Question Paper Pattern	32-42
9	FYBA Political Science Syllabus with Paper Pattern	43-47
10	FYBA Economics Syllabus with Paper Pattern	48-56
11	FYBA Geography Syllabus with Paper Pattern	57-62
12	FYBA Psychology Syllabus with Paper Pattern	63-72
13	CBCS Pattern Rules Regulations (B.Com. Programme)	73-90
14	FYBCOM Syllabus 2019 Pattern	91-147
15	TYBCOM Elective Course 2013 Pattern	148-218

Savitribai Phule Pune University

RULES AND REGULATIONS

for

UG Choice Based Credit System for BA Programme

under the Faculty of Humanities

Effective from June 2019



Prof.(Dr.) Vijay Khare
Dean, Faculty of Humanities
Savitribai Phule Pune University (SPPU)

Background/Preamble:

Education plays an enormously significant role in the building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match international educational pattern. However, our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The present alarming situation necessitates transformation and/or redesigning of system, not only by introducing innovations but also developing learner-centric approach.

Majority of Indian higher education institutions have been following the system which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests can choose inter-disciplinary, interdisciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also explores additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate benchmarking of our courses with best international academic practices.

Preface:

Considering the change in nature of higher education and input given by new education policy, SPPU has been implementing all Under-graduate programmes under the Faculty of Humanities from June 2019. As per the decisions by the authorities of Savitribai Phule Pune University, the Faculty of Humanities has prepared choice based credit system and its structure. The revised course is of 132 credits and 1 credit is equivalent to 15 hours. Assessment in credit system consists of:

- a) in-semester continuous assessment
- b) end-semester assessment for the oral/presentation at the end of the semester

The Faculty of Humanities has shouldered the idea of incorporating latest advances and equips the subjects /syllabus contents with latest and relevant topics and know-hows. Accordingly the new structure and syllabi are being introduced, to be implemented from the academic year 2019-20 from First Year and it will continue for subsequent years.

1. All UG programmes, under the Faculty of Humanities shall be offered with credit system.
2. All the BA programmes running under the Faculty of Humanities will be of three years duration.
3. The total no. of credits required for the completion of the programme is 132 credits.
4. One credit is equivalent to 15 hours.
5. A student is required to earn 132 credits in a minimum period of six semesters
6. The final CGPA will be calculated on the basis of 132 credits.
7. There is a 15 week of teacher-student interaction during the semester.
8. The 15 week is divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).
9. Advantages of the Choice based credit system:
10. Shift in focus from the teacher-centric to student-centric education.

12. CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.

I. Implementation of UG course structure:

1. For first year: student has to select 6 core courses offered by the college/institute.
 - i) F.Y. B.A. – Semester – I student has to select among 6 Core Courses, a total of 18 credits (Compulsory English included)
 - ii) F.Y. B.A. – Semester – II student has to select among 6 Core Courses, a total of 18 credits (Compulsory English included)
2. For second year: student has to select 5 subjects among the courses offered by the college/institute.
 - i) S.Y. B.A.- Semester -III student has to select among 5 courses, a total of 22 credits (2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE) and Compulsory English)

- ii) S.Y. B.A.- Semester -IV student has to select among 5 courses, a total of 24 credits (2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE) and Compulsory English)
3. For third year: student has to select 6 different subjects among the subjects offered by the college/institute.
- i) T.Y. B.A.- Semester -V student has to select among 5 courses, a total of 25 credits [2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC) MIL (Language/Communication), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE), 2 Generic Elective (GE) and Compulsory English]
 - ii) T.Y. B.A.- Semester -VI student has to select among 5 courses, a total of 25 credits [2 Core Courses, 1 Ability Enhancement Compulsory Course (AEC) MIL (Language/Communication), 2 Skill Enhancement Courses (SEC), 2 Discipline Specific Elective Courses (DSE), 2 Generic Elective (GE) and Compulsory English]
4. CGPA will be calculated on the basis of total 132 credits only
 5. Each theory credit is equivalent to 15 clock hours of teaching
 6. There are 15 weeks of teacher-student interaction during the semester.
 7. The 15 weeks are divided into 12 weeks teaching and 3 weeks for continuous assessment including preparation time to students during the semester (for theory course).
 8. Each theory lecture for FY, SY, TY is of 50 mins.
 9. Exam pattern : University assessment 70% and continuous internal assessment 30%
 10. For Internal Examination minimum two tests per paper of which one has to be written test of 10 marks.
 11. Methods of assessment for internal exams: seminars. Viva-voca, projects, surveys, field visits, tutorials, assignments, group discussions.

II. Outlines of Choice Based Credit System [Detailed description of the courses]

- a) **Core Course (14 for honours courses; 4 discipline specific papers each for regular courses):** The papers under this category are going to be taught uniformly across all universities with 30% deviation proposed in the draft. The purpose of fixing core papers

is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.

b) **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidates proficiency/skill is called and Elective Course.

- i) **Discipline Specific Elective (DSE) Course:** (4 for Honours courses and 2 each for regular courses): Elective course offered under the main discipline/subject of study is referred to as a Discipline Specific Elective. The list provided under this category are suggestive in nature and each university has complete freedom to suggest their own papers under this category based on theory, expertise, specialization, requirements, scope and need. The University/institute may also offer discipline related Elective courses if interdisciplinary nature (to be offered by main discipline/subject of study)
- ii) **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate studies such a course on his own with an advisory support by a teacher/faculty member id called dissertation/project.

P.S.: A Core Course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective.

c) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the

is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.

b) **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidates proficiency/skill is called and Elective Course.

i) **Discipline Specific Elective (DSE) Course:** (4 for Honours courses and 2 each for regular courses): Elective course offered under the main discipline/subject of study is referred to as a Discipline Specific Elective. The list provided under this category are suggestive in nature and each university has complete freedom to suggest their own papers under this category based on theory, expertise, specialization, requirements, scope and need. The University/institute may also offer discipline related Elective courses if interdisciplinary nature (to be offered by main discipline/subject of study)

ii) **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate studies such a course on his own with an advisory support by a teacher/faculty member id called dissertation/project.

P.S.: A Core Course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective.

c) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the

English/Hindi/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on training, competencies, skills, etc.

i) Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/Hindi Communication/ MIL Communication.

ii) Skill Enhancement Courses (SEC) (minimum 4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability. The list provided under this category are suggestive in nature and each University has complete freedom to suggest their expertise, specialization, requirements, scope and need.

d) **Practical/tutorials:** (One each with every core and discipline/generic specific elective paper). The list of practical provided is suggestive in nature and each university has the freedom to add/subtract/edit practical from the list depending on their faculty and infrastructure available. Addition will however be of similar nature.

e) **Introducing Research Component in Under-Graduate Courses Project work/dissertation** is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. A project/Dissertation work would be of 6 credits. A project/Dissertation work may be given in lieu of a discipline specific elective paper.

III. Eligibility for Admission:

First Year – B.A.: Higher Secondary School Certificate (10+2) or its equivalent Examination with English as a passing subject.

Admissions will be given as per the selection procedure /policies adopted by the respective college keeping in accordance with conditions laid down by SPPU.

Reservation and relaxation will be as per the Government rules.

IV. **Medium of instruction:** Marathi/English

V. **Award of Credits:**

- i) Each course having 3 credits shall be evaluated out of 70 marks and student should secure at least 28 marks (40%) in continuous assessment as well as term end exam to earn full credits of that course.
- ii) Each course having 3 credits shall be evaluated out of 70 marks as student should secure at least 28 marks (40%) and in continuous assessment student should secure minimum 12 marks.

VI) **Evaluation Pattern:**

- i) The course carrying 100 marks shall be evaluated with continuous Assessment (CA) and University Evaluation (UE) mechanism.
- ii) Continuous assessment shall be of 30 marks while university evaluation shall be of 70 marks. To pass in a course of 3 credits, a student has to secure minimum 40 marks, provided that he should secure minimum 28 marks in University Evaluation (UE) and 12 marks (40%) in continuous assessment.
- iii) For internal examination minimum two tests per paper of which one has to be a written test of 10 marks.
- iv) Methods of assessment for internal exams: seminars, viva-voce, projects, surveys, field visits, tutorials, assignments, group discussion etc. (on approval of the head of the centre).
- v) There shall be revaluation of the answer scripts of semester-end examination of theory papers only but not of internal assessment papers as per ordinance no 134 A and B.

VII) ATKT Rules:

- i) Minimum 80% core courses have to be qualified in the Ist and IInd semester, then only will the student be allowed in the IIIrd semester (2nd year B.A).
- ii) Minimum 36 credits have to be earned by the students in the 1st year. Then students will be allowed in the 3rd year which means students have to clear all the compulsory courses of 1st year.

VIII) Completion of Degree Course:

A student who earns 132 credits, shall be considered to have completed the requirements of the B.A. degree program and CGPA will be calculated for such student, on the basis of only 132 credits. The following percentage to grade and grade point is given in the below table:

Percentage to Grade and Grade Points

Sr. No.	Grade Letter	Grade Point	Marks
1	O (Outstanding)	10	90 ≤ Marks ≤ 100
2	A+ (Excellent)	9	75 ≤ Marks ≤ 89
3	A (Very Good)	8	60 ≤ Marks ≤ 74
4	B+ (Good)	7	55 ≤ Marks ≤ 59
5	B (Above average)	6	50 ≤ Marks ≤ 54
6	C (Average)	5	45 ≤ Marks ≤ 49
7	D(Pass)	4	40 ≤ Marks ≤ 44
8	F (Fail)	0	Marks ≤ 40
9	Ab (Absent)		


3/11/19

Prof.(Dr.) Vijay Khare
Dean, Faculty of Humanities
Savitribai Phule Pune University (SPPU)

Savitribai Phule Pune University, Pune
Faculty of Humanities

Structure of Choice Based Credit System for Undergraduate Programme to be implemented from Academic year 2019-20

Semester	Core Courses (CC)	Ability Enhancement Compulsory Course (AEC)	Skill Enhancement Course (SEC)	Discipline Specific Elective Courses (DSE)	Generic Elective(GE)	Total Credit
I	Compulsory English (3)					18
	CC-1 A (3)					
	CC-2 A(3)					
	CC-3 A(3)					
	CC-4 A(3)					
	CC-5 A(3)					
II	Compulsory English (3)					18
	CC-1 B(3)					
	CC-2 B(3)					
	CC-3 B(3)					
	CC-4 B(3)					
	CC-5 B(3)					
III	Compulsory English (3)	Environment Science (2)	SEC 1 A(2)	DSE 1 A(3)		22
	MIL 2 (3)		SEC 2 A (2)	DSE 2 A (3)		
	CC-1 C(2)					
	CC-2 C(2)					
IV	Compulsory English (3)	Environment Science (2)	SEC 1 B (2)	DSE 1 B(3)		24
	MIL 2 (3)		SEC 2 B (2)	DSE 2 B(3)		
	CC-1 D(2)					
	CC-2 D(2)					
	CC-3 D (2)					
V	Compulsory English (3)	MIL (2) (Language/ Communication)	SEC 1 C (2)	DSE 1 C(3)	GE 1 A(4)	25
	CC-1 E(2)		SEC 2 C (2)	DSE 2 C(3)	GE 2 A (2)	
	CC-2 E(2)					
VI	Compulsory English (3)	MIL (2) (Language/ Communication)	SEC 1 D (2)	DSE1 D(3)	GE 1 B(4)	25
	CC-1 F(2)		SEC 2 D (2)	DSE 2 D(3)	GE 2 B(2)	
	CC-2 F(2)					
Total Credit	72	08	16	24	12	132

Sem. III: SEC 2 A (2): Value based / skill based

Sem. IV: CC-3 D (2): Minor Study Project of CC 1 D (2) & CC 2 D (2) One credit for each subject.

Sem. IV: SEC 2 B (2): Value based / skill based/ field work of SEC 1 B (2)

Sem. V: SEC 2 C (2): Value based / skill based

Sem. VI: SEC 2 D (2): Value based / skill based field work of SEC 1 D (2)

GE: Beyond discipline of choice

Sem. V & VI: GE 1 A (4) & GE 1 B (4) is Inter Disciplinary.

Sem. V & VI: GE 2 A (2) & GE 2 B (2) is discipline of choice.



शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५८/५९

ई-मेल : boards@pun.unipune.ac.in

संकेतस्थळ : www.unipune.ac.in

संदर्भ क्र : सीबीएच/६१०

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Savitribai Phule Pune University
(Formerly University of Pune)

Academic Section

Ganeshkhind, Pune - 411 007

Phone : 020-25601257/58/59

E-mail : boards@pun.unipune.ac.in

Website : www.unipune.ac.in

दिनांक : २१०७१२०१९

परिपत्रक क्र. १३०/२०१९

विषय —: मानवविज्ञान विद्याशाखेअंतर्गत बी.ए. (Choice Based Credit System) पदवी अभ्यासक्रमाच्या प्रथम वर्ष कला विषयांच्या सुधारित अभ्यासक्रमाबाबत.....

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस या परिपत्रकाद्वारे कळविण्यात येते की, मानवविज्ञान विद्याशाखेअंतर्गत प्रथम वर्ष बी.ए. व प्रथम वर्ष बी.कॉम. (Choice Based Credit System) खालील विषयांच्या सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून मान्यता देण्यात येत आहे.

बी.ए. विषय : मराठी, इंग्लिश, हिंदी, संस्कृत, जर्मन, फ्रेंच, अर्थशास्त्र, इतिहास, मानसशास्त्र, राज्यशास्त्र, मानवशास्त्र, तत्वज्ञान, समाजशास्त्र, संरक्षण व सामरिकशास्त्र, संख्याशास्त्र, भूगोल, गणित इ.

बी.कॉम. विषय : मराठी, इंग्लिश, हिंदी, संस्कृत, ऊर्दू, अरेबिक, पर्शियन, जर्मन, फ्रेंच इ.

बी.एस्सी. विषय : मानसशास्त्र, संरक्षण व सामरिकशास्त्र.

सदरचा अभ्यासक्रम हा सावित्रीबाई फुले पुणे विद्यापीठाच्या www.unipune.ac.in या संकेतस्थळावर Syllabi या शीर्षकाखाली उपलब्ध आहे.

मा. प्राचार्य, सर्व संलग्न कला व वाणिज्य महाविद्यालये यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव,
(शैक्षणिक विभाग)

प्रत माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी :

१. मा. अधिष्ठाता, मानवविज्ञान विद्याशाखा
२. मा. विभागप्रमुख, सर्व विभाग
३. मा. संचालक, सर्व मान्यताप्राप्त संस्था
४. मा. संचालक, परीक्षा व मूल्यमापन मंडळ, सावित्रीबाई फुले पुणे विद्यापीठ
५. मा. संचालक, स्पर्धा परीक्षा केंद्र
६. उपकुलसचिव, परीक्षा (१,२)
७. सिस्टीम ऑनॅलिस्ट डेटा प्रोग्रेसिंग युनिट
८. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
९. उपकुलसचिव, नियोजन व विकास विभाग
१०. उपकुलसचिव, शैक्षणिक पात्रता विभाग
११. सहा. कुलसचिव (परीक्षा समन्वय)
१२. सहा. कुलसचिव (परीक्षा—एस.अॅण्ड टी. विभाग)
१३. उपकुलसचिव (गोपनीय कक्ष)
१४. मा. संचालक, (परदेशी विद्यार्थी केंद्र)
१५. उपकुलसचिव (सभा दफ्तर)
१६. वरिष्ठ कायदा अधिकारी
१७. जनसंपर्क अधिकारी
१८. कक्षाधिकारी (बहिःस्थ)
१९. सहा. कुलसचिव (संलग्नता)
२०. मा. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.
२१. सहायक कुलसचिव प्र—कुलगुरू कार्यालय

वि. प. क्र. ब ३२ पीए / ३२ / २०१९, दिनांक ११ जून, २०१९



सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Academic Section

Ganeshkhind, Pune - 411 007

Phone : 020-25601257/58/59

E-mail : boards@pun.unipune.ac.in

Website : www.unipune.ac.in

शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५८/५९

ई-मेल : boards@pun.unipune.ac.in

संकेतस्थळ : www.unipune.ac.in

Savitribai Phule Pune University
(Formerly University of Pune)

संदर्भ क्र : **CB5/694**

दिनांक : **22/7/2019**

परिपत्रक क्र. **१७९/२०१९**

विषय: विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्याबाबत...

सर्व संबंधितांना याद्वारे कळविण्यात येते की, विद्यापीठातील सर्व विद्याशाखांचे प्रथम वर्ष पदवी अभ्यासक्रम सत्र पध्दत (Semester-wise) व पसंती श्रेयांक पध्दतीनुसार (Choice Based Credit System) शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्यास विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे.

सदरचे अभ्यासक्रम सावित्रीबाई फुले पुणे विद्यापीठाच्या www.unipune.ac.in या संकेत स्थळावर Syllabi ↔ Revised Syllabus from the Academic Year 2019 (New Syllabus) या शीर्षकाखाली विद्याशाखेनुसार उपलब्ध आहेत.

मा. प्राचार्य, सर्व संलग्नित महाविद्यालये व मा. संचालक, सर्व मान्यताप्राप्त संस्था यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव
(शैक्षणिक विभाग)

प्रत माहीतीसाठी व पुढील योग्य त्या कार्यवाहीसाठी:-

१. मा. अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. मा. प्राचार्य, सर्व संलग्नित महाविद्यालये
४. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
५. मा. उपकुलसचिव, नियोजन व विकास विभाग
६. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
७. मा. उपकुलसचिव, सभा व दफ्तर विभाग
८. सहाय्यक कुलसचिव, परीक्षा समन्वय कक्ष
९. सहाय्यक कुलसचिव, परीक्षा-एस. अॅण्ड टी. विभाग
१०. सहाय्यक कुलसचिव, गोपनीय कक्ष
११. वरिष्ठ कायदा अधिकारी
१२. मा. संचालक, आंतरराष्ट्रीय केंद्र
१३. जनसंपर्क अधिकारी
१४. कक्षाधिकारी (बहिःस्थ)
१५. मा. अधिकारी, सिस्टीम अॅनालिस्ट डेटा प्रोसेसिंग युनिट
१६. सहाय्यक कुलसचिव, मा. प्र-कुलगुरु कार्यालय
१७. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक.

Translated Copy

Circular 247/2019

Subject: Regarding the circular to start the first year revised syllabus of Arts and Commerce (**Choice Based Credit System**) from the academic year 2019-20....

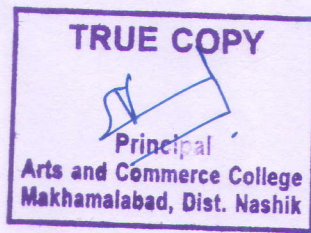
As per the decision taken by the University Board of Trustees, all concerned are informed that, the revised syllabus of Arts and Commerce (**Choice Based Credit System**) in the Faculty of Humanity is being approved from the academic year 2019-20.

The syllabus has been made available on the University's website www.unipune.ac.in under the title Syllabi >Revised syllabus from the Academic Year 2019-20 >Faculty-Humanity.

Hon'ble Principal, request to all the colleges affiliated to the University to bring the content of this circular to the notice of all concerned.

Deputy Secretary

Academic Section





सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Academic Section

Ganeshkhind, Pune - 411 007

Phone : 020-25601257/58/59

E-mail : boards@pun.unipune.ac.in

Website : www.unipune.ac.in

शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दूरध्वनी क्र. : ०२०-२५६०१२५७/५८/५९

ई-मेल : boards@pun.unipune.ac.in

संकेतस्थळ : www.unipune.ac.in

Savitribai Phule Pune University
(Formerly University of Pune)

संदर्भ क्र : सीबीसीएस/८४४

दिनांक : २५ सप्टेंबर, २०१९

परिपत्रक क्र. २४७/२०१९

विषय : प्रथम वर्ष कला — वाणिज्य या विषयाच्या (पसंतीनुसार श्रेयांक पध्दत) सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून सुरू करण्यास मान्यता देण्याबाबत...

विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार सर्व संबंधितांस कळविण्यात येते की, मानवविज्ञान विद्याशाखेतील प्रथम वर्ष कला — वाणिज्य या विषयाच्या (पसंतीनुसार श्रेयांक पध्दत) सुधारित अभ्यासक्रमास शैक्षणिक वर्ष २०१९-२० पासून मान्यता देण्यात येत आहे.

सदर अभ्यासक्रम विद्यापीठाच्या www.unipune.ac.in या संकेतस्थळावर Syllabi > Revised syllabus from the Academic Year 2019 > Faculty - Humanities या शीर्षकाखाली उपलब्ध करण्यात आला आहे.

मा. प्राचार्य, विद्यापीठाशी संलग्न सर्व महाविद्यालय यांना विनंती की, सदर परिपत्रकाचा आशय सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

उपकुलसचिव
(शैक्षणिक विभाग)

प्रत माहिती व पुढील योग्य त्या कार्यवाहीसाठी :

१. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
२. मा. सहयोगी अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
३. मा. अधिष्ठाता, मानवविज्ञान विद्याशाखा
४. मा. प्राचार्य, सर्व संलग्न महाविद्यालये
५. मा. विभागप्रमुख, वाणिज्य विभाग
६. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
७. मा. संचालक, स्पर्धा परीक्षा केंद्र
८. मा. संचालक, आंतरराष्ट्रीय विद्यार्थी केंद्र
९. मा.प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक
१०. मा. उपकुलसचिव, परीक्षा (१ व २)
११. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
१२. मा. उपकुलसचिव, नियोजन व विकास विभाग
१३. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
१४. मा. उपकुलसचिव, सभा व दप्तर विभाग
१५. वरिष्ठ कायदा अधिकारी
१६. सहायक कुलसचिव, मा. प्र—कुलगुरू कार्यालय
१७. सहायक कुलसचिव, गोपनीय कक्ष, परीक्षा विभाग
१८. सहायक कुलसचिव, परीक्षा समन्वय विभाग
१९. सहायक कुलसचिव, परीक्षा — एस. अॅण्ड टी. विभाग
२०. पध्दती विश्लेषक, व्यवस्थापन व माहिती विभाग
२१. सहायक कुलसचिव, संलग्नता विभाग
२२. जनसंपर्क अधिकारी
२३. कक्षाधिकारी, बहिस्थ विभाग

टिपणी क्र.— व्ही.सी./३१९८ दि. २५.९.२०१९

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

फॅक्स ०२०-२५६०१२०६

website : www.unipune.ac.in



गणेशखिंड,

पुणे - ४११ ००७

email : dyrst@pun.unipune.ac.in

संदर्भ : परीक्षा/१५५

दिनांक : ५ ऑगस्ट, २०१९

अत्यंत तातडीचे

संख्ये २

प्रति,

मा. संचालक/प्राचार्य,

सर्व संलग्नित कला, वाणिज्य व विज्ञान महाविद्यालये/मान्यताप्राप्त संस्था

पुणे, अहमदनगर, नाशिक जिल्हा

विषय : शैक्षणिक वर्ष २०१९-२० पासून प्रथम वर्ष कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या पदवी स्तरावरील परीक्षेस सत्र पध्दत व श्रेयांक पध्दतीनुसार निकाल जाहीर करण्याबाबत..

संदर्भ : १. परीक्षा विभागाचे परिपत्रक क्र.परीक्षा/समन्वय/८०, दिनांक ११ जानेवारी, २०१०.

२. शैक्षणिक विभागाचे परिपत्रक क्र.१७९/२०१९, दिनांक २२/७/२०१९.

महोदय/महोदया,

उपरोक्त संदर्भ क्र.१ च्या पत्रान्वये कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या पदवी स्तरावरील सर्व प्रथम वर्षाच्या परीक्षा व निकालाची प्रक्रिया महाविद्यालयांकडे वर्ग करण्यात आलेल्या आहेत. तसेच संदर्भ क्र. २ च्या पत्रान्वये शैक्षणिक वर्ष २०१९-२० पदवी अभ्यासक्रमाच्या प्रथम वर्षास सत्र पध्दत व श्रेयांक पध्दत सुधारित करण्याबाबत निर्णय घेण्यात आलेला आहे.

यासंदर्भात कळविण्यात येते की, संदर्भ क्र.१ च्या निर्णयानुसार सर्व प्रथम वर्ष कला, वाणिज्य व विज्ञान अभ्यासक्रमाच्या परीक्षा आयोजनाची व निकाल जाहीर करण्याची सर्व जबाबदारी महाविद्यालयांकडे सोपविण्यात आलेली असल्याने संदर्भ क्र. २ च्या पत्रान्वये शैक्षणिक वर्ष २०१९-२० पासून सुधारित करण्यात आलेल्या प्रथम वर्ष कला, वाणिज्य व विज्ञान पदवी अभ्यासक्रमाच्या सत्र पध्दत व श्रेयांक पध्दतीनुसार आयोजित करण्यात येणा-या परीक्षांच्या आयोजनाची व निकाल जाहीर करण्याची संपूर्ण जबाबदारी महाविद्यालयांनी यापूर्वीप्रमाणेच पार पाडावयाची आहे.

सर्व परीक्षांचे सत्रनिहाय निकाल हे महाराष्ट्र विद्यापीठ अधिनियम, २०१६ कलम ८९ मधील तरतूदीनुसार पाठयक्रमाच्या परीक्षांच्या अखेरच्या दिनांकापासून तीस दिवसांच्या आत आणि उशिरात उशिरा म्हणजेच पंचेचाळीस दिवसांच्या आत घोषित करून विद्यापीठाच्या संकेतस्थळावर उपलब्ध करून देण्यात येणा-या लिंकवर अद्ययावत करणे आवश्यक आहे. याबाबतची सविस्तर कार्यपध्दती सोबत जोडली आहे.

आपणांस विनंती की, सदर पत्राचा आशय आपल्या महाविद्यालयातील सर्व संबंधित शिक्षक, शिक्षकेतर सेवक, व इतर सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

कळावे,

आपला

(डॉ.अरविंद दि.शाळीग्राम)

प्रभारी संचालक

परीक्षा व मूल्यमापन मंडळ

सोबत : वरीलप्रमाणे

प्रथम वर्ष परीक्षा महाविद्यालयाकडे वर्ग केल्यानंतरच्या कामाकाजाची कार्यपध्दती (सुधारीत)

प्रथम वर्ष कला, वाणिज्य व विज्ञान या अभ्यासक्रमाच्या सर्व परीक्षा शैक्षणिक वर्ष २०१०-२०११ पासून महाविद्यालयांकडे सोपविण्याबाबत निर्णय घेण्यात आलेला असून, सदर परीक्षेसंदर्भात करावयाच्या कामकाजाबाबतच्या सविस्तर सूचना/कार्यपध्दती खालीलप्रमाणे राहिल.

(१) विद्यापीठाने करावयाची कामे :

- परीक्षांची कार्यक्रमपत्रिका (Schedule of Examinations) जाहीर करणे.
- महाराष्ट्र विद्यापीठ कायदा २०१६, कलम ४८ (३) अन्वये सभांचे आयोजन करून प्राशिकांच्या नियुक्त्या करणे.
- प्राशिकांच्या सभा आयोजित करून प्रश्नसंच तयार करून घेणे.
- परीक्षेचे वेळापत्रक जाहीर करणे.
- प्रश्नपत्रिकांची छपाई करून, त्या संबंधित महाविद्यालयांना वेळेत पोहोचविणे.
- परीक्षा निकोप वातावरणात पार पाडण्यासाठी दक्षता पथकांची नेमणूक करणे.
- विद्यार्थ्यांचे परीक्षा अर्ज ऑनलाईन भरून घेणे, त्यांना आसन क्रमांक व कायम नोंदणी क्रमांक (PRN) देणे, परीक्षेचे प्रवेश पत्र (Hall Ticket) तयार करून त्याची सॉफ्टकॉपी महाविद्यालयांना छपाईसाठी पाठविणे.
- प्रथम वर्षाच्या परीक्षा व त्यांच्या उत्तरपत्रिका तपासण्याचे कामकाज द्वितीय व तृतीय वर्षाच्या परीक्षा सुरु होण्याच्या आधी पूर्ण करण्यासाठी, प्रथम, द्वितीय व तृतीय वर्ष परीक्षांची कार्यक्रमपत्रिका त्यानुसार तयार करणे.

(२) महाविद्यालयांनी करावयाची कामे :

- शैक्षणिक पात्रता तपासून विद्यापीठ अनुदान आयोगाच्या नियमाप्रमाणे विद्यार्थ्यांना प्रवेश देणे.
- विद्यापीठ अनुदान आयोगाच्या सूचनांचे पालन करून सत्रपूर्ततेची (Term Grant) कार्यवाही करणे.
- सर्व पात्र विद्यार्थ्यांचे परीक्षा अर्ज भरून घेऊन विद्यार्थ्यांना विद्यापीठाकडून आलेल्या आसन क्रमांक व समरीनुसार ऑनलाईन प्रवेशपत्र देणे. परीक्षेची बैठक व्यवस्था करणे, इत्यादि.
- परीक्षेसाठी महाविद्यालयाचे नाव व अनुक्रमांक असलेल्या उत्तरपत्रिका छापून घेणे व त्याचा वापर परीक्षेसाठी करणे.
- परीक्षा आयोजनासाठी नियमानुसार संबंधितांच्या नेमणूका करणे.
- परीक्षा आयोजनासाठी अंतर्गत वरिष्ठ पर्यवेक्षक तसेच बहिःस्थ वरिष्ठ पर्यवेक्षक नियुक्त करणे. संबंधित प्राचार्यांनी अन्य संस्थेच्या महाविद्यालयाच्या प्राचार्यांशी संपर्क साधून वरिष्ठ महाविद्यालयातील कमीत कमी पाच वर्षांचा शिकविण्याचा अनुभव असलेल्या शिक्षकास बहिःस्थ वरिष्ठ पर्यवेक्षक म्हणून नियुक्त करणे. अंतर्गत वरिष्ठ पर्यवेक्षकास पाच वर्षे शिकविण्याची अट शिथिलक्षम राहिल.
- परीक्षेच्या वेळापत्रकानुसार परीक्षेचे आयोजन करणे.
- महाविद्यालय आवारात केंद्रिय मूल्यमापनाद्वारे उत्तरपत्रिका संबंधित पात्र विषय शिक्षकांकडून तपासून घेणे.
- संबंधित महाविद्यालयाने विद्यापीठ नियमानुसार परीक्षेचा निकाल ३० दिवसांच्या मुदतीत जाहीर करणे व विद्यापीठ संकेतस्थळावर दिलेल्या प्रणालीत अद्ययावत करणे.
- गुणपत्रकांवर महाविद्यालयाचे नाव, आय.डी.क्रमांक, तसेच विद्यापीठाच्या लोगोसह छापून घेणे व त्या विद्यार्थ्यांना निकालानंतर देणे.
- तपासलेल्या उत्तरपत्रिका निकाल जाहीर झालेल्या तारखेपासून सहा महिन्यांपर्यंत जतन करून ठेवणे.

- फेरतपासणी व पुनर्मूल्यांकन तसेच उत्तरपत्रिकेची छायांकित प्रत, विद्यापीठ नियमाप्रमाणे शुल्क आकारून देणे.
- विद्यापीठ परीक्षेसाठी केंद्र मान्यतेचा प्रस्ताव नियमातील तरतूदीनुसार सादर करणे.
- परीक्षांचे आयोजन, मूल्यमापन, स्टेशनरी, इत्यादि विविध कामांसाठी करावा लागणारा खर्च महाविद्यालयाने परीक्षा शुल्क व इतर शुल्कातील महाविद्यालयाच्या हिश्यातून करावयाचा आहे. महाविद्यालयाच्या हिश्याची रक्कम महाविद्यालयाने ठेवून घ्यायची असून उरलेल्या विद्यापीठाच्या हिश्याची रक्कम विद्यापीठाकडे पाठवावयाची आहे.

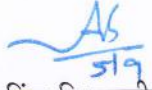
विद्यापीठाचा हिस्सा व महाविद्यालयाचा हिस्सा याची रक्कम ही विद्यापीठाने त्या त्या वेळी निर्गमित केलेल्या परिपत्रकानुसार सर्व महाविद्यालयांना लागू राहिल.

परीक्षा अर्जाची किंमत, परीक्षा शुल्क, केंद्रिय मूल्यमापन शुल्क व गुणपत्रक शुल्क या सर्व शुल्कांची, सर्व विद्यार्थ्यांची, विद्यापीठाच्या हिश्याची एकत्रित रक्कम विद्यापीठाच्या खात्यावर ऑनलाईन (RTGS/NEFT द्वारे) जमा करावयाची आहे.

ज्या महाविद्यालयामध्ये मान्यताप्राप्त प्राचार्य नाहीत, आवश्यक त्या प्रमाणात मान्यताप्राप्त प्राध्यापकांची पदे भरलेली नाहीत व परीक्षा घेण्यासाठीच्या पायाभूत सुविधा उपलब्ध नाहीत अशा महाविद्यालयांना परीक्षा केंद्र असणार नाही. अशा महाविद्यालयातील विद्यार्थ्यांची सोय लक्षात घेवून नजिकच्या महाविद्यालयामध्ये परीक्षेची सर्व व्यवस्था सोपविण्यात येईल. संबंधित महाविद्यालयांनी याची नोंद घेवून त्यानुसार विद्यापीठ कार्यालयास वेळीच कळविणे आवश्यक आहे.

वरील कार्यपध्दतीचा अवलंब करून परीक्षा व तद्संबंधित इतर कामे व्यवस्थित पार पाडण्यात यावीत, व विद्यापीठास सहकार्य करावे, ही विनंती.

पुणे
दिनांक : ५ / १ / २०१९


(डॉ. अरविंद दि. शाळीग्राम)
प्रभारी संचालक
परीक्षा व मूल्यमापन मंडळ

F. Y. B. A Compulsory English
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Prescribed Text: *Literary Gleam: An Anthology of Prose and Poetry* (Board of Editors-Orient BlackSwan)

Objectives:

- a) To expose students to the best examples of prose and poetry in English so that they realize the beauty and communicative power of English
- b) To instill human values and develop the character of students as responsible citizens of the world
- c) To develop the ability to appreciate ideas and think critically
- d) To enhance employability of the students by developing their linguistic competence and communicative skills
- e) To revise and reinforce structures already learnt in the previous stages of learning.

Semester-I

Prose:

1. Engine Trouble — R. K. Narayan
2. On Saying 'Please' — A. G. Gardiner
3. The Gift of the Magi — O. Henry

Poetry:

1. A Red, Red Rose — Robert Burns
2. Leave this Chanting and Singing — Rabindranath Tagore
3. The Felling of a Banyan Tree — Dilip Chitre

Grammar:

1. Articles
2. Prepositions
3. Verbs
Regular and Irregular Verbs
Auxiliary Verbs: Primary and Modal
4. Punctuation

Communication Skills:

1. Greeting and Taking Leave

2. Introducing Yourself
3. Introducing People to One Another
4. Making Requests and Asking for Directions
5. Making and Accepting Apology

Semester- II

Prose:

1. In Sahyadri Hills, A Lesson in Humility — Sudha Murthy
2. The Model Millionaire — Oscar Wilde
3. The Eyes are not Here — Ruskin Bond

Poetry:

1. My Heart Leaps Up — William Wordsworth
2. Ozymandias — P. B. Shelley
3. Success is Counted Sweetest — Emily Dickinson

Grammar:

1. Tenses
2. Subject–Verb Agreement
3. Vocabulary

Communication Skills

1. Inviting and Accepting/Declining Invitations
2. Making a Complaint
3. Congratulating, Expressing Sympathy and Offering Condolences
4. Making Suggestions, Offering Advice and Persuading

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

F. Y. B. A- Optional English (General Paper-1)
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Prescribed Text: *Initiations: Minor Literary Forms & Basics of Phonology* (Board of Editors- Orient BlackSwan)

Objectives:

- a) To expose students to the basics of literature and language and develop an integrated view about language and literature in them
- b) To acquaint them with minor forms of literature in English and help them to appreciate the creative use of language in literature
- c) To introduce them to the basics of phonology of English so that they can pronounce better and speak English correctly.
- d) To prepare students to go for detailed study and understanding of literature and language
- e) To enhance the job potential of students by improving their language skills

Semester - I

Prose Pieces:

1. A Lesson My Father Taught Me - A.P.J. Abdul Kalam
2. Toasted English - R. K. Narayan

Short Stories:

1. The Romance of a Busy Broker - O. Henry
2. The Open Window - Saki

Poetry:

1. Sonnet 29: 'When in disgrace with Fortune and men's eyes' - William Shakespeare
2. The World is too much with Us - William Wordsworth
3. The Listeners - Walter de la Mare
4. No Men are Foreign - James Kirkup

Language Studies:**Introduction to the Sounds of English: Part - I**

(Discrepancy between English Spelling and Pronunciation, Phonetic Symbols and Transcription, The Concept of Phoneme and Minimal Pairs.)

Semester - II**Short Stories:**

1. The Doll's House - Katherine Mansfield
2. The Thief - Ruskin Bond

Poetry:

1. I remember; I remember - Thomas Hood
2. Where the Mind is without Fear - Rabindranath Tagore
3. The Mountain and the Squirrel - R. W. Emerson
4. Up - Hill - Christina Rossetti

One Act Plays:

1. The Monkey's Paw - W.W. Jacobs
2. Swansong - Anton Chekhov

Language Studies:**Introduction to the Sounds of English: Part - II**

(The Concept of Syllable, Monosyllabic and polysyllabic Words, The Concept of Word Stress and Different Standards of Pronunciation i.e. British Received Pronunciation, General American English and General Indian English.)

- Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

Question paper Pattern (2019-20)

(Choice Based Credit System)

F Y B A Compulsory English: Text: LITERARY GLEAM: A SELECTION OF PROSE AND POETRY

(70-Semester-End Exam & 30-Internal Evaluation)

SEMESTER-I Hours: Three Marks: 70

Q. 1) A. Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

Marks 14

Q. 2) A. Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

B. Attempt any One from the following questions:

(Two questions on **Poem - 1**)

Marks 14

Q. 3) A. Attempt any One from the following questions:

(Two questions on **Poem -2**)

B. Attempt any One from the following questions:

(Two questions on **Poem -3**)

Marks 14

Q.4) Objective Questions on Grammar and Punctuation as under:

- a. Use correct articles in the blank space in the sentences given below. (3 out of 5)
- b. Fill in the blanks with correct preposition given in the brackets. (3 out of 5)
- c. Look at the underlined verbs in the sentences below and specify whether it is a regular verb or irregular verb: (3 out of 5)
- d. Look at the underlined auxiliaries in the sentences below and specify whether it is a primary or a modal auxiliary: (3 out of 5)
- e. Punctuate and rewrite the following sentence correctly. **Marks 14**

Q.5) Practical Questions on Communication Skills: 1, 2, 3, 4, 5. Marks 14

Total Marks: 70

SEMESTER - II

Question Paper Format

Q. 1) A. Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

Marks 14

Q. 2) A. Attempt any One from the following questions:

(Two questions on **Prose piece -3**)

B. Attempt any One from the following questions:

(Two questions on **Poem - 1**)

Marks 14

Q. 3) A. Attempt any One from the following questions:

(Two questions on **Poem -2**)

B. Attempt any One from the following questions:

(Two questions on **Poem -3**)

Marks 14

Q.4) Objective Questions on Grammar and Vocabulary as under:

a. Fill in the blanks with correct tense form of the verb given in the brackets.

(6 out of 9)

b. Fill in the blanks using the appropriate form of the verb given in the brackets.

(4 out of 6)

c. Practical questions on vocabulary (e. g. Give synonyms/antonyms of the following words, Give a list of words related to computer/mobile/wild animals etc.)

(4 out of 6)

Marks 14

Q.5) Practical Questions on Communication Skills: 1, 2, 3, 4.

Marks 14

Total Marks: 70

Pattern for Internal Evaluation in both the semesters:

1. Internal Mid-Semester Examination – 20

2. Home Assignments/Tutorials/Oral/Lecture Notes/Project - – 10

TOTAL – 30 Marks

F Y B A -Optional English (General Paper-1)

Text: INITIATIONS: MINOR LITERARY FORMS & BASICS OF PHONOLOGY

(70-Semester-End Exam & 30-Internal Evaluation)

SEMESTER-I Hours: Three

Marks: 70

Question Paper Format

Q. 1) A. Attempt any One from the following questions:

(Two questions on **Prose piece -1**)

B. Attempt any One from the following questions:

(Two questions on **Prose piece -2**)

Marks 14

Q. 2 **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1**)

B. Attempt any One from the following questions:

(Two questions on **Short Story -2**)

Marks 14

Q. 3) Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the I st sem**)

Marks -14

Q. 4) Explain with reference to context (Any 2 out of 4)

(**Questions on Poems for the Ist sem**)

:

Marks 14

Q.5) A. Write short notes: (any 2 out of 4) :

Marks 10

B. Practical questions on phonology (any 4 out of 6) :

Marks 04

(**Questions on topics from Introduction to the Sounds of English Part –I**)

Total Marks: 70

SEMESTER - II

Hours: Three

Marks: 70

Question Paper Format

Q. 1 **A.** Attempt any One from the following questions:

(Two questions on **Short Story -1 from II nd Sem**)

B. Attempt any One from the following questions:

(Two questions on **Short Story -2 from IInd Sem**)

Marks 14

Q.2 Attempt any 02 out of the 04 given questions:

(Questions on the **Poems for the II nd Sem**)

Marks -14

Q. 3 Explain with reference to context (Any 2 out of 4)

(**Questions on Poetry for the II nd Sem**)

:

Marks 14

Q. 4 A. Attempt any One from the following questions:

(Two questions on **the First One Act Play**)

B. Attempt any One from the following questions:

(Two questions on **the Second One Act Play**)

Marks 14

Q.5) A. Write short notes: (any 2 out of 4) :

Marks 10

B. Practical questions on phonology (any 4 out of 6) :

Marks 04

(**Questions on topics from Introduction to the Sounds of English Part –II**)

Total Marks: 70

Pattern for Internal Evaluation in both the semesters:

1. Internal Mid-Semester Examination – 20

2. Home Assignments/Tutorials/Oral/Lecture Notes/Project/Seminar/G D – 10

TOTAL – 30 Marks



सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

F. Y. B. A. मराठी

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

Choice Based Credit System [CBCS]

निवड आधारित श्रेयांक पद्धत

सत्र	विषयाचे नाव
नियमित अभ्यासक्रम	
पहिले	मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]
दुसरे	मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A]
पर्यायी अभ्यासक्रम	
पहिले	व्यावहारिक व उपयोजित मराठी - भाग १ [CC-1 A]
दुसरे	व्यावहारिक व उपयोजित मराठी - भाग २ [CC-1 A]

F. Y. B. A. मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

१. Title of the course: B.A. (मराठी)

२. Preamble of the syllabus:

उच्च शिक्षणासाठी प्रवेश घेणाऱ्या विद्यार्थ्यांची शैक्षणिक पार्श्वभूमी ही ज्ञानरचनावादाची आहे. या विद्यार्थ्यांचे पूर्वानुभव, पूर्वज्ञान हे जिज्ञासा, निरीक्षण, प्रयोग, सर्जनशीलता, उपाययोजना व समस्या निराकरण अशा अध्ययन – अध्यापन सूत्रांतून निर्माण झाले आहे.

हा अभ्यासक्रम तयार करित असताना काही आधारभूत तत्त्वे स्वीकारली आहेत. राष्ट्रीय शैक्षणिक धोरणाची उद्दिष्टे प्रत्यक्षात आणताना, विद्यार्थीकेंद्री, आंतर्विद्याशाखीय, रोजगाराभिमुख, कौशल्याधिष्ठीत असे भाषा व साहित्याचे अभ्यासक्रम अनुसरणे, निर्माण करणे आवश्यक आहे. तसेच जीवन कौशल्य विकासासाठी भाषा, साहित्य, कला ही माध्यमे अधिक परिणामकारकतेने समजावून घेणे आवश्यक झाले आहे. साहित्यिक क्षमता, भाषिक क्षमता वाढीसाठी, जीवनाच्या आकलनासाठी आणि प्रगल्भतेसाठी विद्यार्थी सिद्ध करणे; ही आजची गरज बनली आहे.

उद्दिष्टे :

१. मराठी भाषा, मराठी साहित्य आणि मराठी संस्कृती यांचे अध्ययन करणे.
२. साहित्यविषयक आकलन, आस्वाद आणि मूल्यमापन क्षमता विकसित करणे.
३. साहित्याभ्यासातून जीवनविषयक समज विकसित करणे.
४. मराठी भाषेची उपयोजनात्मक कौशल्ये विकसित करणे.

मराठी विषयाचा अभ्यासक्रमाची पुनर्रचना खालील क्रमाने करण्यात येणार आहे.

१. First Year B.A. 2019-20.
२. Second Year B.A. 2020-21.
३. Third Year B.A. 2021-22.

B. A. (मराठी) हा पुनर्रचित अभ्यासक्रम तीन वर्षांचा आणि सहा सत्रांत विभागलेला निवड आधारित श्रेयांक पद्धतीचा (Choice Based Credit System) [CBCS] आहे. हा अभ्यासक्रम F. Y. B. A. (सत्र १ आणि सत्र २), S. Y. B. A. (सत्र ३ आणि सत्र ४), T. Y. B. A. (सत्र ५ आणि सत्र ६) अशा १३२ श्रेयांकांचा आहे.

३. Pattern: निवड आधारित श्रेयांक पद्धत (Choice Based Credit System) [CBCS]

४. Eligibility : (Circular No. 100 of 2017)

Faculty of Humanities

(1) Arts & Fine Arts Bachelor's Degree

1. First Year B.A.

- Higher Secondary School Certificate (10+2) or its equivalent Examination with English as a passing subject.
- Three Years Diploma Course (after S.S.C. i.e. 10th Standard), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- Three Years Diploma in Pharmacy Course (after S.S.C. i.e. 10th), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- S.S.C. of 10 years or 11 years with English and Indian Air Force Educational Test for promotion to the rank of Corporal.
- Trained Teachers Certificate Course, of Inter-State Board of Anglo Indian Education, New Delhi.
- Intermediate Commerce/Arts examination from the Recognized Board of Secondary Education, M.P. Bhopal with 4 subjects including General English.
- Diploma in Education with English, of Bureau of Government of Maharashtra.
- MCVC (minimum competency Vocational Course Government of Maharashtra)

५. Examination:

१. Pattern of examination:

१. Semester

२. Pattern of the question paper:

विद्यापीठ सत्र परीक्षा	७० गुण
अंतर्गत मूल्यमापन	३० गुण
एकूण	१०० गुण

२. Standard of passing: उत्तीर्ण होण्यासाठी विद्यापीठ सत्र परीक्षेत ७० पैकी २८ गुण अनिवार्य, अंतर्गत मूल्यमापनामध्ये ३० पैकी १२ गुण अनिवार्य.

३. Award of class:

1. Percentage to Grades and Grade Points

The following formula may be used to convert marks (%) into letter grades.

Let \bar{X} = mean of % age marks of all student appeared in the paper.

σ = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5 \sigma$
A+ (Excellent)	9	$\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$
A (Very Good)	8	$\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$
B+ (Good)	7	$\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5 \sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

* Minor variations may be adjusted by the individual institution.

६ Structure of Course:

Year	Semester	Core Courses (CC)	Discipline Specific Elective Courses (DSE)	Generic Elective(GE)
F.Y.B.A.	1	CC – 1 A (3)		
	2	CC – 1 B (3)		
S.Y.B.A.	3	CC – 1 C (2)	DSE 1 A (3) DSE 2 A (3)	
	4	CC – 1 D (2) CC – 3 D (1)	DSE 1 B (3) DSE 2 B (3)	
T.Y.B.A.	5	CC – 1 E (2)	DSE 1 C (3) DSE 2 C (3)	
	6	CC – 1 F (2)	DSE 1 D (3) DSE 2 D (3)	GE 2 B (2)

७ Work Load:

१. १ श्रेयांक : १५ तास
२. १ तास : ६० मिनिट
३. १ सत्र : ३ श्रेयांक

८ Subject wise Detail Syllabus & Recommended books:

F.Y.B.A. (प्रथम वर्ष कला)

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

पहिले सत्र

विषयाचे नाव : मराठी साहित्य : कथा आणि भाषिक कौशल्यविकास [CC-1 A]

अभ्यासक्रमाची उद्दिष्टे :

१. कथा या साहित्यप्रकाराची ओळख करून देणे.
२. कथा या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. विविध साहित्यप्रवाहांमधील कथा या साहित्यप्रकारातील निवडक कथांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

पहिले सत्र :

घटक	तपशील	श्रेयांक	तासिका
१	कथा : स्वरूप आणि वाटचाल कथा : घटक कथा : प्रकार (रचनाप्रकार आणि प्रवाह)	१	१५
२	अभ्यासपुस्तक : समकालीन मराठी कथा अक्षरबंध प्रकाशन, पुणे संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. दिलीप पवार, प्रा. डॉ. संदीप सांगळे	१	१५
३	भाषिक कौशल्यविकास नैसर्गिक : आकलनासह श्रवण अर्जित : संभाषण, वाचन, लेखन, इ-संवाद कौशल्य प्रगत : सारग्रहण, सारांशलेखन	१	१५

संदर्भ ग्रंथ

१. मराठी साहित्य : प्रेरणा आणि स्वरूप, संपादक डॉ. गो. मा. पवार, डॉ. म. द. हातकणंगलेकर
२. साहित्यमूल्य आणि अभिरुची, डॉ. गो. मा. पवार
३. काही साहित्यिक : काही साहित्यकृती, डॉ. भीमराव कुलकर्णी
४. साहित्य अध्यापन आणि प्रकार, वा. ल. कुलकर्णी गौरव ग्रंथ, संपादक श्री. पु. भागवत, डॉ. सुधीर रसाळ
५. कथा : संकल्पना आणि समीक्षा, सुधा जोशी, मौज प्रकाशन
६. मराठी कथा : विसावे शतक, संपादक के. ज. पुरोहित, सुधा जोशी

७. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
८. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
९. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
१०. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
११. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमांची कार्यशैली, संपादक डॉ. संदीप सांगळे, डायमंड पब्लिकेशन, पुणे.
१२. मराठी भाषेची संवाद कौशल्ये (पुस्तक क्र.१ ते ८) य. च. म. मुक्त विद्यापीठ, नाशिक.
१३. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर.
१४. नवभारत, व्यावहारिक मराठी विशेषांक, ऑगस्ट – सप्टेंबर, १९८२, प्राज्ञ पाठशाला, वाई.
१५. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य. च. म. मुक्त विद्यापीठ, नाशिक.
१६. कहाणी वर्तमानपत्राची, चंचल सरकार, अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट.
१७. वैखरी, भाषा आणि भाषा व्यवहार, अशोक केळकर
१८. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.
१९. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
२०. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
२१. व्यासपीठ, डॉ. महादेव वाळुंज, अक्षरमानव प्रकाशन, पुणे.
२२. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
२३. पारिभाषिक संज्ञा कोश (इंग्लिश - मराठी) डॉ. स्नेहल तावरे.
२४. भाषांतर मीमांसा, कल्याण काळे, अंजली सोमण, प्रतिमा प्रकाशन, पुणे.
२५. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
२६. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
२७. व्यावहारिक मराठी, प्रकाश परब, मिथुन प्रकाशन, १८८९,डोंबिवली (पूर्व)
२८. भाषा संचालनालय, महाराष्ट्र शासनाने प्रकाशित केलेले विविध कोश
२९. साहित्यिक गौरी देशपांडे, महादेव वाळुंज.
३०. बाबुराव बागुलांच्या कथेतील दलित स्त्री, राजाभाऊ भैलुमे.
३१. दलित व दलितेतरांची कथा : एक अभ्यास, श्रीराम गडकर
३२. <https://www.maayboli.com/node/62738>

३३. https://m.maharashtratimes.com/editorial/samwad/predictive-reviews-of-rural-problems/amp_articles/68120291.cms
३४. <https://marathi.pratilipi.com/>
३५. <https://www.youtube.com/watch?v=uMMRRXj-54Q&feature=youtu.be>
३६. https://mr.m.wikipedia.org/wiki/%E0%A4%97%E0%A5%8C%E0%A4%B0%E0%A5%80_%E0%A4%A6%E0%A5%87%E0%A4%B6%E0%A4%AA%E0%A4%BE%E0%A4%82%E0%A4%A1%E0%A5%87
३७. <https://www.bbc.com/marathi/india-43021905>
३८. <https://www.loksatta.com/lekh-news/indian-women-authors-gauri-deshpande-chaturang-anniversary-issue-1761601/>
३९. https://mr.m.wikipedia.org/wiki/%E0%A4%AD%E0%A4%BE%E0%A4%B8%E0%A5%8D%E0%A4%95%E0%A4%B0_%E0%A4%9A%E0%A4%82%E0%A4%A6%E0%A4%A8%E0%A4%B6%E0%A4%BF%E0%A4%B5

दुसरे सत्र

विषयाचे नाव : मराठी साहित्य : एकांकिका आणि भाषिक कौशल्यविकास [CC-1 A]

अभ्यासक्रमाची उद्दिष्टे :

१. एकांकिका या साहित्यप्रकाराची ओळख करून देणे.
२. एकांकिका या साहित्यप्रकाराचे स्वरूप, घटक आणि प्रकार यांची ओळख करून देणे.
३. मराठी साहित्यातील निवडक एकांकिकांचे अध्ययन करणे.
४. भाषिक कौशल्यविकास करणे.

घटक	तपशील	श्रेयांक	तासिका
१	एकांकिका : स्वरूप एकांकिका : घटक एकांकिका : संहितामूल्य व प्रयोगमूल्य	१	१५
२	अभ्यासपुस्तक : मराठी एकांकिका (विठ्ठल तो आला आला – पु. ल. देशपांडे, हंडाभर चांदण्या – दत्ता पाटील) पद्मगंधा प्रकाशन, पुणे संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. बाळकृष्ण लळीत, प्रा. डॉ. भास्कर ढोके	१	१५
३	भाषा उपयोजनाची विविध आविष्कार रूपे संवादलेखन कल्पनाविस्तार घोषवाक्य लेखन भाषांतर	१	१५

संदर्भ ग्रंथ

१. एकांकिका वाटचाल, संपादक श्री. रं. भिडे व इतर, सोमय्या पब्लिकेशन, मुंबई, १९६९.
२. निवडक मराठी एकांकिका, संपादक सुधा जोशी, साहित्य अकादमी, दिल्ली, १९८३.
३. निवडक एकांकिका, वि.भा. देशपांडे, १९७७.
४. सर्वोत्कृष्ट मराठी एकांकिका, प्रभाकर नारायण परांजपे, सुपर्ण प्रकाशन, पुणे, १९४८.
५. मराठी एकांकिका तंत्र व विकास, श्री. रं. भिडे, सुपर्ण प्रकाशन, पुणे.
६. एकांकिका विचार आणि सर्वोत्तम एकांकिका, जयंत पवार व इतर, नेहरू सेंटर प्रकाशन, मुंबई १९९३.
७. टॅक्स फ्री आणि इतर एकांकिका (प्रस्तावना), चंद्रशेखर फणसळकर, कॉन्टिनेन्टल प्रकाशन, पुणे १९९५.
८. समग्र एकांकिका भाग १ व २, विजय तेंडुलकर, पॉप्युलर प्रकाशन, मुंबई, २००४.
९. चतुरंग सवाई एकांकिका, संपादक चतुरंग परिवार, १९८८-२०१२ रौप्यमहोत्सवी वाटचाल विशेषांक.
१०. <https://www.youtube.com/watch?v=0fnZMG8zdpk>

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास	घटकनिहाय प्रश्न तपशील	गुण : ७०
प्रश्न क्रमांक		गुण
प्रश्न १ ला	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी १५० शब्दांपर्यंत (घटक १)	१०
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २)	२०
प्रश्न ३ रा	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)	२०
प्रश्न ४ था	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक ३)	२०
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
लेखी परीक्षा (घटक २)		२०
प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट (घटक ३)		१०
अंतर्गत मूल्यमापन एकूण गुण		३०
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००
अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.		
विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे.		

F.Y.B.A. (प्रथम वर्ष कला)

निवड आधारित श्रेयांक पद्धत (Choice Based Credit System)

पहिले सत्र

पर्यायी अभ्यासक्रम

विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]

अभ्यासक्रमाची उद्दिष्टे :

१. संज्ञापनातील भाषेची भूमिका, विविध भाषिक आविष्कारांचे स्वरूप समजावून घेणे. भाषिक कौशल्यांची क्षमता विकसित करणे.
२. भाषिक कौशल्यांचे विविध आविष्कार आणि संपर्कमाध्यमे यांचा परस्परसंबंध समजावून घेणे व उपयोजन करणे.
३. मराठीचा कार्यालयीन, व्यावसायिक कामकाजात भाषेचे उपयोजन, गरज व स्वरूप या विशेषांची माहिती करून घेणे.
४. कार्यालयीन, व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन व उपयोजन करणे.

घटक	तपशील	श्रेयांक	तासिका
१	१. जीवन व्यवहारातील भाषेचे स्थान : भाषा स्वरूप व व्याख्या, आविष्करणाचे प्रकार, मौखिक व लिखित.जीवनक्षेत्रे व भाषा उपयोजन २. भाषिक कौशल्ये : १. नैसर्गिक - आकलनसह श्रवण, २. अर्जित - संभाषण, वाचन व लेखन	१	१५
२	१. अर्जलेखन- विनंती अर्ज, नोकरीसाठी अर्ज, तक्रार अर्ज, माहितीच्या अधिकारातील अर्ज. २. निबंध लेखन - वर्णनात्मक, चर्चात्मक आणि ललित (प्रत्यक्ष निबंधलेखन करणे अपेक्षित)	१	१५
३	प्रगत भाषिक कौशल्ये : १. सारांश लेखन २. सारग्रहण ३. भाषांतर (प्रत्यक्ष लेखन करणे अपेक्षित)	१	१५

दुसरे सत्र
पर्यायी अभ्यासक्रम

विषयाचे नाव : व्यावहारिक व उपयोजित मराठी भाग १ [CC-1 A]

घटक	तपशील	श्रेयांक	तासिका
१	संवाद लेखन : १. विविध माध्यमांसाठी होणारे संवाद. २. सुचविलेल्या प्रसंगावर आधारित संवाद लेखन ३. ई-संवाद (ई-मेल)	१	१५
२	भाषांतर : १. भाषांतर म्हणजे काय ? भाषांतर शास्त्र की कला ? २. भाषांतराची आवश्यकता, भाषांतर करताना येणाऱ्या अडचणी. ३. भाषांतर आणि रूपांतर, लक्ष्यनिष्ठ आणि मूलनिष्ठ भाषांतर. ४. इंग्लिश उताऱ्याचे मराठी अथवा हिंदी भाषांतर.	१	१५
३	उपयोजित मराठीची आविष्कार रूपे : १. टिप्पणी लेखन २. इतिवृत्त लेखन ३. घोषणा पत्रक ४. हस्तपत्रक ५. घडीपत्रक ६. स्मरणपत्र ७. स्मरणिका निर्मितीचा आराखडा ८. आशयलेखन (Content Writing) ९. जाहिरात लेखन.	१	१५

संदर्भ ग्रंथ

१. व्यावहारिक मराठी, पुणे विद्यापीठ प्रकाशन, पुणे.
२. व्यावहारिक मराठी, डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी, डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी, डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
५. व्यावहारिक मराठी, डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
६. प्रसारमाध्यमांसाठी लेखन कौशल्ये, य.च.म.मुक्त विद्यापीठ, नाशिक.
७. कहाणी वर्तमानपत्राची, चंचल सरकार अनुवाद, दिनकर गांगल, नॅशनल बुक ट्रस्ट
८. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी) गणेश ओतुरकर
९. प्रसारमाध्यमे आणि मराठी भाषा, संपादक डॉ. भास्कर शेळके.

१०. व्यावहारिक मराठी भाषा, शरदिनी मोहिते
११. भाषांतर मीमांसा, डॉ. कल्याण काळे
१२. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे, संपादक डॉ. संदीप सांगळे
१३. व्यावहारिक आणि उपयोजित मराठी, डॉ. मनोहर रोकडे
१४. मराठी भाषा उपयोजन आणि सर्जन, प्रा. सुहासकुमार बोबडे
१५. उपयोजित मराठी, डॉ. केतकी मोडक, प्रा. सुजाता शेणई, संतोष शेणई
१६. व्यावहारिक मराठी, प्रकाश परब
१७. व्यावहारिक मराठी, संपादक डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
१८. निबंध : शास्त्र व कला, डॉ. प्र. न. जोशी
१९. निबंध व लेखन, निर्मला किराणे.
२०. भाषांतरमीमांसा, संपादक डॉ. रमेश वरखेडे, य. च. म. मुक्त विद्यापीठ, नाशिक.

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास	घटकनिहाय प्रश्न तपशील	गुण : ७०
प्रश्न क्रमांक		गुण
प्रश्न १ ला	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक १)	२०
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक २)	२०
प्रश्न ३ रा	४ पैकी २ प्रश्नांची उत्तरे लिहिणे. (घटक ३)	३०
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
लेखी परीक्षा		२०
प्रकल्प / गटचर्चा / गृहपाठ / चर्चासत्र / उपक्रम सहभाग / अभ्यासभेट		१०
अंतर्गत मूल्यमापन एकूण गुण		३०
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००
अंतर्गत मूल्यमापनाचे नियोजन महाविद्यालयाने करावे. विद्यापीठाच्या निर्देशानुसार विहित मुदतीत गुण विद्यापीठाकडे पाठवावे.		
विद्यार्थ्यांचे अंतर्गत मूल्यमापनविषयक लेखन / तपशील विद्यापीठाच्या निर्देशानुसार, विहित कालावधीपर्यंत महाविद्यालयाकडे जमा असणे आवश्यक आहे.		



SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

F. Y. B. A. Political Science

Syllabus

(Semester & Choice Based Credit System)

(To be implemented from the Academic Year, 2019-20)

Savitribai Phule Pune University
F. Y. B. A. Political Science
(CBCS pattern to be implemented from 2019-2020)
G-1 General Paper
INTRODUCTION TO INDIAN CONSTITUTION
Total Credits : 03

Objectives

The contents of this course are designed with the following objectives:

1. To acquaint students with the important features of the Constitution of India and with the basic framework of Indian government.
2. To familiarize students with the working of the Constitution of India.

Semester-I	Period
Unit 1: Making of the Indian Constitution	12
a) Historical Background	
b) Constituent Assembly	
c) Preamble	
d) Salient Features	
Unit 2: Fundamental Rights, Duties and Directive Principles	12
a) Fundamental Rights	
b) Fundamental Duties	
c) Directive Principles of State Policy	
Unit 3: Federalism	12
a) Salient Features of Indian Federalism	
b) Centre –State Relations	
c) Issues of Conflict (Water and Border Issues)	
Unit 4: Constitutional Amendments: Scope and Limitations	12
a) Constitutional Provisions	
b) Major Constitutional Amendments (42, 44 & 86)	
c) Basic Structure of the Indian Constitution	
Semester- II	
Unit5: Legislature	12
a) Union Legislature – Structure, Powers and Role	
b) State Legislature – Structure, Powers and Role	
Unit6: Executive	12
a) Union Executive – i) President and Vice President– Powers, Functions and Role	
ii) Prime Minister - Powers, Functions and Role	
iii) Council of Minister – Powers and Functions and Role	
b) State Executive- i) Governor - Powers, Functions and Role	
ii) Chief Minister – Powers, Functions and Role	
iii) Council of Minister – Powers and Functions and Role	

Unit7: Judiciary

12

- a) Supreme Court : Powers and Functions
- b) High Court : Powers and Functions
- c) Judicial Review and Judicial Activism

Unit8: Electoral System

12

- a) Election Commission:Composition, Functions and Role
- b) Chief Election Commissioner
- c) Electoral reforms

References:

- 1) Austin Granville, 1999, *The Indian Constitution: Cornerstone of a Nation*, Oxford, Oxford University Press.
- 2) Austin Granville, 2003, *Working a Democratic Constitution: The Indian Experience*, Delhi, Oxford University Press.
- 3) आवटे श्रीरंजनव राही श्रुती गणेश, 2019, *आपलं आयकार्ड*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन,
- 4) Basu D.D., 2018, *Introduction to the Constitution of India*, New York, LexisNexis.
- 5) Brass Paul., 1994, *The Politics of Indian Since Independence*, Cambridge, Cambridge University Press,
- 6) बाचल वि. म., 2004, *भारतीय राज्यघटना आणि राजकीय व्यवहार*, पुणे, के सागर पब्लिकेशन.
- 7) भोळे भा.ल., 2015, *भारतीय गणराज्याचे शासन आणि राजकारण*, नागपूर, पिंपळापुरे प्रकाशन,.
- 8) चपळगावकर नरेंद्र, 2002, *राज्यघटनेचे अर्धशतक*, मुंबई, मौज प्रकाशन.
- 9) जाधव तुकारामवशिरापूरकर महेश, 2012, *भारतीय राज्यघटना व घटनात्मक प्रक्रिया*, पुणे, द युनिक अॅकॅडमी पब्लिकेशन
- 10) घांग्रेकरचिं. ग . 1997, *भारतीयराज्यघटना*, नागपूर, मंगेश प्रकाशन.
- 11) Jha Rajesh, 2012, *Fundamentals of Indian Political System*. Delhi, Dorling Kindersley (India) Pvt Ltd, Pearson Education Society.
- 12) कांबळे बाळ, वकील अलिम वदेवरे पी. डी., 2012, *भारताची राज्यघटना, राजकारण व कायदा*, पुणे, डायमंड प्रकाशन.
- 13) कश्यप सुभाष, (अनुवाद न. ब. पाटील) , 2001, *आपली संसद*, नॅशनल बुक ट्रस्ट इंडिया.
- 14) नांदेडकर व. गो., 2011, *भारतीय राज्यघटना आणि राज्यव्यवहार*, पुणे, डायमंड प्रकाशन.
- 15) पाटील बी.बी., 2016, *भारतीय शासन आणि राजकारण*, कोल्हापूर, फडके प्रकाशन.
- 16) साठे सत्यरंजन, 1998, *भारताच्या राज्यघटनेची ५० वर्षे*, पुणे, कॉन्टिनेन्टल प्रकाशन.
- 17) व्होरा राजेंद्र व पळशीकर सुहास, 2010, *भारतीय लोकशाही: अर्थ आणि व्यवहार*, पुणे, डायमंड प्रकाशन.

Savitribai Phule Pune University
F. Y. B. A. Political Science
(CBCS pattern to be implemented from 2019-2020)
G-1 General Paper (Optional)
AN INTRODUCTION TO THE CONSTITUTION OF UNITED STATES OF
AMERICA
Total Credits : 03

Objectives

To acquaint students with the important features of the Constitution of the United States of America and the basic framework of government of the USA

Semester – I	Period
Unit: 1 Making of the U.S. Constitution	12
a) Historical Background	
b) Preamble	
c) Salient Features	
Unit: 2 Federal System	12
a) Features	
b) State Autonomy	
c) Relations between the Federal Government and the States	
Unit: 3 Fundamental Rights	12
a) Nature of Fundamental Rights	
b) Development of Fundamental Rights	
Unit: 4 Constitutional Amendments	12
a) Constitutional Provisions	
b) Important Amendments (15 & 22)	

Semester - II

Unit: 5 Legislature	12
a) Structure	
b) Powers	
c) Role	
Unit: 6 Executive	12
a) President: Powers and Functions	
b) Vice President: Powers and Functions	
c) Secretary: Powers and Functions	
Unit: 7 Judiciary	12
a) Structure i) Federal Court ii) State Court	
b) Powers and Functions	
c) Judicial Review	
Unit: 8 Federal Election Commission	12
a) Structure	
b) Functions	
c) Role	

Readings

1. काळे अशोक, 1984, अमेरिकेची राज्यव्यवस्था, नागपूर विश्वभारती प्रकाशन.
2. पळशीकर सुहास व सुमंतयशवंत, 1988, अमेरिकेचे शासन, पुणे, निराली प्रकाशन
3. Wheare.K.C, 1980, Federal Government, 4th edn., Oxford and New York, Oxford University Press.
4. Wilson. James., 2014, *American Government*, 14th edn., Wadsworth Publishing Boston Massachusetts, USA.
5. घांग्रेकर चिं. ग. व धनवटे अरुण, 1996, आधुनिक राजकीय व्यवस्था, (इंग्लंड-अमेरिका-स्विट्झर्लंड) नागपूर, मंगेश प्रकाशन



SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

F.Y.B.A. in Economics

SYLLABUS

(Credit and Semester System)

(To be implemented from the Academic Year, 2019-20)

F.Y.B.A. Economics

G-1 Indian Economic Environment

Annexure –II

1) Title of the course:

Class: F.Y.B.A.

Subject: Economics.

Title: Year of Implementation: From June - 2019

2) Preamble of the syllabus:

The proposed curriculum is with an objective to enhance the existing syllabus, make it contextual as well as applicable and to incorporate all the latest changes in the national economy. The board examined the short comings of the existing syllabus and expressed the need to change it. While doing so the board analyzed other curricula of existing universities in respective subjects in terms of content, relevance, quality and pattern of teaching that has been synthesized in the present proposal. While framing the draft of syllabus, guidance from industrial experts and professionals was sought.

The present era is that of structural transformation especially within the country. Moreover fast changing international scenario and approach of other countries towards our human resource makes it mandatory for the educational system to impart latest knowledge to our students, so that they are prepared to merge themselves in the challenging economic and corporate environment.

Hence, a change in the paper and restructuring of syllabus becomes imperative. The syllabus needs to be holistic in nature. It should be contextual and clear the basics of economics but at the same time it should teach application of the theories in day to day life.

In the modern world, competition is an inseparable part of our lives. To inculcate a competitive spirit among the students, the syllabus should include all the recent advancement with in and out of the country with its pros and cons.

3) Objectives of the paper

- To familiarize the students with the recent developments in the Indian Economy
- To provide the students with the background of the Indian Economy with focus on contemporary issues like economic environment.
- To help the students to prepare for varied competitive examinations
- To enable students to understand and comprehend the current business scenario, agricultural scenario and other sectorial growth in the Indian context. To make the student aware of the developments such as MSMEs, Digital Economy, E-Banking, BPO & KPO, etc.

Programme Outcome:

- Ability to develop an understanding of the economic environment and the factors affecting economic environment.
- Ability to develop awareness on the various new developments in the different sectors of an economy – agriculture, industry, services, banking, etc.
- Ability to compare and contrast Indian Economy with other world economies.
- At the end of the course, the student should be able discuss and debate on the various issues and challenges facing the Indian Economic Environment.

4) Introduction:

Semester system with the pattern of 70:30

5) Eligibility:

Students who have passed 12th standard from any stream with minimum 35% of marks in all the subjects. (as per the rule of affiliating SPPU)

6) Examination:

A) Pattern of examination: 70:30

i) Internal university examination of 70 marks with internals of 30 marks

ii) Pattern of question paper: pattern for 70 marks

- Question Number 1: 8 questions to be answered out of 10 with total marks 16
- Question Number 2: 4 questions to be answered out of 6 with total marks of 16
- Question Number 3: 3 questions to be answered out of 4 with total marks of 18
- Question Number 4: 2 questions to be answered out of 3 with total marks of 20

iii) Duration for 70 marks: 3 Hrs

iv) Pattern for 30 marks:

- Internal exam (20 marks)
- PPT (oral or poster)/ Project work/Assignments/visits (10 marks)

v) Unit wise classification of marks

Unit	Name of the Chapter	Distribution of marks
Semester 1		
Unit 1	Introduction	23
Unit 2	Agricultural Environment	23
Unit 3	Industrial Environment	24
Total		70
Semester 2		
Unit 1	Service Sector Environment	20
Unit 2	Banking Environment	25
Unit 3	Overview of Indian economy	25
Total		70

B) Standard of Passing:

To pass, the candidate must obtain at least 40% in individual subjects, in internal assessment and in university examination each in all the papers.

C) ATKT rules

As per the rules of SPPU, a student can have maximum two papers as backlog and go to second year.

D) Award of Class:

- Those successful candidates who obtained 40 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Pass Class.
- Those successful candidates who obtained 50 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Second Class.
- Those successful candidates who obtained 55 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in Higher Second Class.

- iv. Those successful candidates who obtained 60 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class.
- v. Those successful candidates who obtained 70 % and above of the total aggregate marks in all subjects for internal assessment and university examination taken together at one and same sitting, shall be placed in First Class with

E) External students:

The students who appear for the examinations without attending any college and take admission in the university as external students will be considered as external students.

F) Setting of question paper/pattern of question paper

Question papers will be set by the panel of paper setters appointed by Savitribai Phule Pune University.

G) Verification/ revaluation

Verification and or revaluation will be done by panel appointed by Savitribai Phule Pune University.

7) Structure of the course

a) Compulsory paper:

Only one paper will be given without and optional subject

b) Optional paper

No subjects are optional.

c) Medium of instructions:

Medium of instruction for the paper will be both Marathi and English.

Structure of the entire course

BA Economics			
FY	G1	Indian Economic Environment	2019-20
SY	G2	Financial System	2020-21
SY	S1	Micro Economics	2020-21
SY	S2	Macro Economics	2020-21
TY	G3	Public Finance	2021-22
TY	S3	International Economics	2021-22
TY	S4	Economics of Development	2021-22

8) Equivalence of previous syllabus with the proposed syllabus

The revised syllabus has changes in the name of the paper, topics and sub topics offered as compared to the old syllabus. The paper will make the syllabus more comprehensive and modified to suitably align with the changing Indian scenario. The paper will set an apt background for students to comprehend knowledge of economics in their academic career and apply the knowledge in their life.

9) University terms

Academic calendar of the affiliating university will be followed.

10) Subject wise detail syllabus

Semester 1		
Units	Name and sub titles of the Chapter	No of lectures
Unit 1	Introduction	16
	1.1 Meaning, Factors affecting Economic Environment- Economic, Political, Technological, Social & Cultural	08
	1.2 Challenges to Indian Economy: Natural Resources, Energy Resources, Education, Health, Environment	04
	1.3 Comparison of Indian Economy with the World Economy- Population, Agriculture, Industry and Service Sector	04
Unit 2	Agricultural Environment	16
	2.1 Role of Agriculture in Indian Economy	04
	2.2 Challenges to Indian Agriculture-Productivity, Rural Credit, Marketing, Rural Entrepreneurship	08
	Recent Trends in Indian Agriculture: Cropping pattern, Technology, Crop Insurance, Water Management, Agri-Business	04
Unit 3	Industrial Environment	16
	3.1 Role of Industry in Indian Economic Development	04
	3.2 Industrial Policy Resolution, 1991- Liberalization, Privatization and Globalization (LPG)	03
	3.3 Challenges to Indian Industry-Labour & Employment, Regional Imbalance, Finance, Technology	03
	3.4 Micro, Small and Medium Enterprises (MSME)- Definition & Role	03
	3.5 Recent trends in Indian Industry- Indian Multinationals & New Policies	03
Semester 2		
Unit 1	Service Sector Environment	12
	1.1 Role and Growth of Service Sector in Indian Economy	02

	1.2 Challenges to Indian Service sector- Business-based & Knowledge-based Sector, Education sector, Health sector, Insurance, Tourism, Banking	06
	1.3 Recent Trends in Indian Service Sector- Digital Economy, E-Commerce, E- Finance	04
Unit 2	Banking Environment	18
	2.1 Banking- Definition, Functions, Changing Structure of Banking in India- New Private Banks, Small Banks, Payment Banks	08
	2.2 Bank Accounts- Types, Procedure and Operation of Accounts	05
	2.3 Recent Trends in Indian Banking Environment- E-Banking, E- Wallets, Bank Mergers and Amalgamations	05
Unit 3	Overview of Indian economy	18
	3.1 Challenges of Indian Economy- Poverty, Employment, Inequality, Informal Sector	09
	3.2 Policy Measures (Two-Three recent Programmes)- Poverty Alleviation Programmes; Employment Generation Programmes; Agriculture Development Programmes, Skill Development Programmes	09

11) Recommended books

Semester I: Basic Reading List

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra & Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Misra & Puri, 'Indian Economy', Himalaya Publication House, Mumbai. (Latest Edition)

Recommended Reading

- Asian Development Bank (2009) 'Urban Poverty in India' BS Books

- Amit Kumar (2013) 'SMEs in India in post-1990s Era: Challenges and Opportunities, LAP Lambert Academic Publishing
- Das Keshab (2011) 'Micro and Small Enterprises in India: The Era of Reforms' Routledge India
- Gopal and Suman Banhri (2013) Indian Economy Performance and Policies. Pearson Publication Delhi.
- C.S.Prasad(2006) 'Sixtyyears of IndianAgriculture'New Century Publication, NewDelhi
- Indian Institute of Banking and Finance (2011) 'Small and Medium Enterprises in India' Taxmann
- Jaya PrakashPradhan (2008) 'Indian Multinational in the World Economy: Implications for Development', Bookwell Publications
- JagdishBhagwati, ArvindPangariay (2013) 'Reforms and Economic Transformation in India' OUP
- MohantyPrasanna (2014) 'Cities and Public Policy' Sage Publications
- Prakesh B.A. (2011) The Indian Economy Since 1991 Economic Reforms and performance, Pearson Publication Delhi.
- Thorat S. K (2008) 'Reservation in Private Sectors' Rawat Publications, ND

Semester II: Basic Reading List

- Agrawal A.N., Problems of Development & Planning, (Latest Edition)
- Ashwani Mahajan, 'Indian Economy' S. Chand & Company Ltd., New Delhi.
- Cherunilam Francis, 'Business Environment-Text and Cases' Himalaya Publishing House(Latest Edition)
- Faisal Ahmed, 'Business Environment: Indian and Global Perspective' PHL Learning Pvt. Ltd. (Latest Edition)
- Fernando A.C. (2014) 'Business Environment' Pearson Education,
- Misra& Puri, 'Business Environment', Himalaya Publication House, Mumbai. (Latest Edition)
- Pathak, Bharati [2009] 'The Indian Financial System', 'Pearson Education Publication, New Delhi.

Recommended Reading

- Bhasin, Niti (2006) “Banking Developments in India 1947 to 2007” New Century Publications.
- Bhadane Jaywant R. (2018) ‘Cashless India and Digital Economy’ International Publications, Kanpur
- Dasgupta Sukti, Sher Singh Verick (2016) ‘Transformation of Women at Work in Asia: An Unfinished Development Agenda, Sage
- Paul Justin (2010) ‘Business Environment-Text and Cases’ Tata McGraw Hill
- Khanna Tarun (2008) ‘Billions of Entrepreneurs: How India and China are Reshaping their Future and Yours’ Penguin India
- Kapila Uma (ed) Indian Economy Since Independence, Academic Foundation(2003)
- Panagariya Arvind (2010) ‘India: The Emerging Giant’ Oxford University Press
- Sobhan Rehman (2010) ‘Challenging the Injustice of Poverty: Agendas for inclusive Development in South Asia’ Sage
- Samanta R.K. (2000) “New Vista in Rural Development Strategies and Approaches” B.R. Publishing Corporation New Delhi
- Spana Newar, Tanvi Gaur (2015) ‘Economic Environment in India, Think Tank Publications, Jaipur

12) Qualification of teachers:

Qualification of teachers as per norms of SPPU will be masters in Economics and SET/NET/Ph.D.

Structure /Pattern of syllabus- F.Y.B.A

1. Title of the course – **Gg- 110- Elements of Geomorphology (G-1)**
2. Preamble of the syllabus
 - i. To introduce the students to the basic concepts in Geomorphology.
 - ii. To introduce latest concepts in Geomorphology.
 - iii. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
 - iv. To make the students aware of the need of protection and conservation of different landforms.
3. Introduction: Pattern –**Annual (20 marks internal -80 marks University)**
4. Eligibility- **12th pass any faculty**
5. Examination-
 - A. Pattern of examination-
 - i (Internal term end and University exam),**
 - ii. Pattern of question paper- 20-80**

Internal Exam- 60 Marks = (converted to 20 marks)

University Exam- 80 Marks =

- B. Standard of passing- Internal -08- University -32= Annual marks 40**
- C. ATKT rules- No**
- D. Award of class- F.Y.B.A. Pass**
- E. External students- F.Y.B.A. Pass**
- F. Setting of question papers / pattern of question paper**

Internal Exam- 60 Marks = (converted to 20 marks)

Question 1. Answers in 20 words- 14marks (any 7out of 10)

Question 2. Answers in 50 words -08 marks (any 2out of 4)

Question 3. Answers in 150 words- 18 marks (any 3 out of 5)

Question 4. Answers in 300 words- 20 marks (any 1 out of 2)

University Exam- 80 Marks =

Question 1. Answers in 20 words- 20 marks (any 10 out of 15)

Question 2. Answers in 50 words -10 marks (any 2out of 4)

Question 3. Answers in 150 words- 20 marks (any 2 out of 4)

Question 4. Answers in 300 words- 30 marks (any 2 out of 4)

G. Verification / Revaluation- Yes

6. Structure of the Course
 - a. Compulsory paper- **F.Y.B.A. General**
 - b. Optional paper- **No**
 - c. Question paper and papers etc - **One**
 - d. Medium of instructions- **Marathi and English**
7. Equivalence of previous syllabus along with propose syllabus- **yes**
8. University terms- **Annual**
9. Subject wise detail syllabus – **As per attached sheets**
10. Recommended books- **Mentioned in Syllabus**

Qualification of teacher- **M.A./M.Sc(Geography), as per UGC and University norms**

Equivalence of Syllabus in Geography (F.Y.B.A.) effective from June 2013

Old Syllabus June 2008		New Syllabus June 2013	
Gg-110	Physical Geography	Gg-110	Elements of Geomorphology

Gg- 110 -Elements of Geomorphology (G-1)
Revised Syllabus (from June, 2013)

Objectives:

- I. 1. To introduce the students to the basic concepts in Geomorphology.
- II. To introduce latest concept in Geomorphology
- III. To acquaint the students with the utility and application of Geomorphology in different regions and environment.
- IV. To make the students aware of the need of protection and conservation of different landforms

Section I			
Unit No.	Unit	Sub Unit	No. of periods
1	Introduction to Geomorphology	a. Introduction to Physical Geography and its branches b. Geomorphology- Definition, Nature and Scope	8
2	Fundamental Concepts of The Earth	a. The Earth Size, Shape, Radius, Circumference, Parallels of Latitudes and Meridians of Longitudes. b. Time: Local time and Standard time, Time Zone and International Date Line.	6
3	The Earth	a. The earth – its Interior, Composition & Structure b. Origin of Continents and Ocean basin i. Wegener’s Continental Drift Theory ii. Theory of Plate Tectonics- iii. Theory of Sea Floor Spreading	5 6
4	Rocks	a. Rock- Definition and origin. b. Type of Rocks- Igneous, Sedimentary and Metamorphic rocks	5 5
5	Crustal Movements	a. Internal Movements- Definition, Causes b. Classification of Movements i. Slow movements- Folding and Faulting ii. Rapid movements – Volcanism and Earthquakes	5 5

5			
Section II			
6	Weathering	a. Definition of Weathering, b. Type of Weathering- Mechanical, Chemical, biological and Anthropogenic weathering c. Hydrological cycle	6
7	Agents of Erosions and Depositions	Landforms created by following agents a. Rivers. b. Sea-waves.	6
8	Mass Wasting	Concept – Type – Soil Creep, Landslides, Debris flows, Avalanches, Mud Flow	8
9	Slopes	Meaning & Definition of slopes, Types and slope segments Concave, Convex , Terraced, Rectilinear	6
10	Applications of Geomorphology	a. Human Activity: i. Settlement ii. Transport iii. Landuse iv. Mining v. Resource Evaluation b.Environmental Hazards & Assessment: i. Landslides ii. Tsunami iii. Soils Degradation iv. Floods c. Watershed Management: d.Field Visit (Not more than two days) for observations and identification of landforms.	6 5 4 4

Reference Books:

- 1 Physical Geography, Strahler. A.A. and Strahler A.N. 2002
- 2 Morphology and Landscape, H. Robinson, University Tutorial Press Ltd, London
- 3 The Face of Earth, Penguins 1980, Dury G. H.,
- 4 Introduction to Geomorphology, Oxford University Press, Calculatta 2001, Kale V. & Gupta A.
- 5 Geomorphology, Prayag Pustakalay, Alahabad, 1988, Singh Savinder
- 6 Prakrukik Bhuvigyan, Arvind Bhagwat, Shrikant Karlekar
- 7 Sugam Prakrutik Bhuvigyan, Prof. Suresh Date, Mrs. Date
- 8 Prakritik Bhugol, Part 1 & 2, W. R. Ahirrao, T. M. Varat, S. S. Alizad
9. Prakritik Bhugol, A. B. Savadi & P.S. Kolekar, Niralo Prakashan
10. Science and Systems of the Human Environment, John Wiley & Sons INC
11. Siddhartha K, 2001, The Earths Dyanamic Surface- Kisalaya Publication Pvt Ltd New Delhi



Savitribai Phule Pune University
(Formerly University of Pune)

Three Year B.A. (Bachelor of Arts) Degree Program in Psychology
(Faculty of Humanities)

F.Y.B.A. PSYCHOLOGY

Choice Based Credit System

Syllabus

To be implemented from Academic Year 2019-2020

1: Title of the course: B. A. with Psychology

2: Background:

Ministry of Human Resource Development (HRD), Govt. of India, has already initiated the process for developing New Education Policy (NEP) in our country to bring out reforms in Indian education system. University Grants Commission (UGC) participates more actively in developing National Education Policy, its execution and promotion of higher education in our country. The UGC has already initiated several steps to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement in course- curricula, introduction of paradigm shift in learning and teaching pedagogy, examination and education system.

The education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. However, our present education system produces young minds lacking knowledge, confidence, values and skills. It could be because of complete lack of relationship between education, employment and skill development in conventional education system. The present alarming situation necessitates transformation and/or redesigning of education system, not only by introducing innovations but developing “learner-centric approach in the entire education delivery mechanism and globally followed evaluation system as well.

Majority of Indian higher education institutions have been following marks or percentage based evaluation system, which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests and aims can choose inter-disciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also exploring additional avenues of learning beyond the core subjects for holistic development of an individual. The CBCS will undoubtedly facilitate us bench mark our courses with best international academic practices. The CBCS has more advantages than disadvantages.

This course aims at enriching the minds of students and it has aims to develop a holistic and multidimensional understanding of the topics. It attempts to approach new areas of learning, develop competencies in the students thereby opening various avenues for self-discovery, academic understanding and employment. Students would be encouraged to develop an understanding of real life issues and participate in the programs and practices in the social context. Use of ICT and mass media and web based

sources is highly recommended to make the teaching-learning process interactive and interesting.

3: Structure of the course:

Year	Semester	Paper No.	Title of the Paper	Lectures per week	Credit for semester
First Year	1	DSC-PSY-1A	Foundations of Psychology	03	03
	2	DSC-PSY-1B	Introduction to Social Psychology	03	03

4: Implementation of UG course structure:

- 1: This is 6 semester 132 credit degree course.
- 2: Each theory credit is equivalent to 15 clock hours of teaching and each practical credit is equivalent to 30 clock hours of laboratory teaching in a semester.
- 3: There is 15 to 18 weeks (90 days) of teacher-student interaction during the semester.

Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours, so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

F.Y.B.A. Psychology
(w.e.f. 2019-2020)
(Choice Based Credit System) 70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Course DSC-PSY- 1A: Foundations of Psychology

Course objectives and learning outcomes:

After the completion of this course students will be able to demonstrate the following competencies:

- a) Understand the basic psychological processes and their applications in day to day life.
- b) Develop the ability to evaluate cognitive processes, learning and memory of an individual.
- c) Understand the importance of motivation and emotion of the individual.
- d) Understand the personality and intelligence of the individuals by developing their psychological processes and abstract potentials.

Unit 1: Psychology -Introduction: (12 lectures)

- 1.1 Psychology : a Science, goals of psychology
- 1.2 The brief history & perspective of Psychology: (Structuralism, Functionalism, Gestalt, Psychoanalysis, Behaviorism)
- 1.3 Career Avenues in Psychology & Fields of Psychology: (Clinical, Industrial & Organizational, Educational, Social, Developmental, Health, Criminal & Forensic, Military, Sports, Neuropsychology, Environmental, Positive, Spiritual and Women & Child psychology.)
- 1.4 The Indian Psychology: Past and present
- 1.5 Application: Understanding Behaviour through Methods in Psychology

Unit 2: Cognitive processes: (12 lectures)

- 2.1 Sensation, Attention and Perception, nature of perception, laws of perceptual organization
- 2.2 Learning- Classical and Operant conditioning, observational learning
- 2.3 Memory-processes, information processing model(s)
- 2.4 Forgetting: Theories of forgetting
- 2.5 Application: Techniques for improving memory.

Unit 3: Motivation and Emotion:

(12 lectures)

- 3.1 Motivation: Definition, Concept of Homeostasis & Maslow's Hierarchy of Motivation
- 3.2 Types of Motivation: Physiological, Psychological & Social
- 3.3 Motivational Conflicts: Intra-Conflicts & Inter-Conflicts
- 3.4 Emotion: Definitions, Nature & Importance, Basic Emotions (Joy, Excitement, Tenderness, Sadness, Anger, Fear & Love)
- 3.5 Application: Conflict Resolving Skills

Unit 4: Personality and Intelligence:

(12 lectures)

- 4.1 Personality – Definitions, Nature
- 4.2 Personality as a set of traits: Cattell's, Allport's & Big Five Theory of Personality
- 4.3 Freud's Psychoanalytical Theory of Personality and Transactional Analysis
- 4.4 Intelligence: Definitions, Theories of Intelligence (Gardner's Theory, Cattell's Theory of Intelligence)
- 4.5 Applications: Testing and enhancing Emotional intelligence.

References:

1. Ciccarelli, S. K.; White J. N. Adapted by Girishwar Misra (2018). Psychology (5th Edition). Pearson.
2. Chadha, N.K. & Seth, S. (2014). The Psychological Realm: An Introduction. Pinnacle Learning, New Delhi.
3. Carole, W. and Carol, T. (2007). Psychology (7th Edition). Pearson Education, India.
4. Feldman S. R.(2009). Essentials of understanding psychology (7th Ed.) New Delhi : Tata Mc Graw Hill.

Books in Marathi Language:

1. बच्छाव, बडगुजर आणि शिंदे (२००१). सामान्य मानसशास्त्र. स्वयंभू प्रकाशन, नाशिक
2. मुंढडा आणि खलाने (२०१३). मानसशास्त्राची मूलतत्त्वे. अथर्व प्रकाशन, जळगांव
3. अभ्यंकर, ओक आणि गोलविलकर (२०१४). मानसशास्त्र: वर्तनाचे शास्त्र. पिअर्सन
4. देशपांडे चंद्रशेखर आणि सहकारी (२०१४). सूक्ष्म कौशल्ये: मानसशास्त्रीय समुपदेशन प्रक्रियेचा गाभा. उन्मेष प्रकाशन

घटक १ : मानसशास्त्र ओळख

(१२ तास)

- १.१ मानसशास्त्र : विज्ञान, मानसशास्त्र विषयाची उद्दिष्ट्ये
- १.२ मानसशास्त्राचा थोडक्यात इतिहास आणि विचार प्रवाह (रचनावाद, कार्यवाद, गेस्टाल्ट, मनोविश्लेषणवाद, वर्तनवाद)
- १.३ भारतातील मानसशास्त्र : भूतकाळ आणि वर्तमान
- १.४ मानसशास्त्रातील करीयरच्या संधी आणि क्षेत्रे (चिकित्सा, औद्योगिक आणि संघटन, शैक्षणिक, सामाजिक, वैकासिक, आरोग्य, गुन्हेगारी व न्यायसहाय्यक, सैनिकी, क्रीडा, चेतामानसशास्त्र, पर्यावरण, सकारात्मक, अध्यात्मिक, स्त्री आणि बाल मानसशास्त्र)
- १.५ उपयोजन : मानसशास्त्रीय पद्धतीद्वारा वर्तन समजावून घेणे

घटक २ : बोधनिक प्रक्रिया

(१२ तास)

- २.१ वेदन, अवधान आणि संवेदन, संवेदनचे स्वरूप, संवेदन संघटनाची तत्वे
- २.२. अध्ययन – अभिज्ञान आणि साधक अभिसंधान, बोधानिक आणि निरीक्षणात्मक अध्ययन
- २.३ स्मृती- प्रक्रिया, माहिती संस्करण प्रारूपे
- २.४ विस्मरण : विस्मरणाचे सिद्धांत
- २.५ उपयोजन : स्मृती सुधार तंत्रे

घटक ३ : प्रेरणा आणि भावना

(१२ तास)

- ३.१ प्रेरणा : व्याख्या, शरीर तापमान नियमन संकल्पना आणि मॅस्लो यांचे प्रेरणा विषयक अधिश्रेणी
- ३.२ प्रेरणांचे प्रकार : शारीरिक, मानसिक आणि सामाजिक
- ३.३ प्रेरणा संघर्ष : व्यक्ती अंतर्गत आणि आंतरव्यक्तिक संघर्ष
- ३.४ भावना : व्याख्या, स्वरूप आणि महत्व, मुलभूत भावना (आनंद, उत्साह, प्रेमळपणा, खिन्नता, राग, भीती आणि प्रेम)
- ३.५ उपयोजन : संघर्ष निराकरण कौशल्ये

घटक ४ : व्यक्तिमत्व आणि बुद्धिमत्ता

(१२ तास)

- ४.१ व्यक्तिमत्व – व्याख्या, स्वरूप
- ४.२ व्यक्तिमत्व गुणविशेषांचा संघात : व्यक्तिमत्वाचे कॅटल, आलपोर्ट आणि पंच घटक सिद्धांत
- ४.३ फ्राइड यांचा व्यक्तिमत्व विषयक मनोविश्लेषणात्मक सिद्धांत आणि आंतरक्रिया विश्लेषण
- ४.४ बुद्धिमत्ता : व्याख्या, बुद्धिमत्ता सिद्धांत (गार्डनर चा सिद्धांत, कॅटल चा बुद्धिमत्ता सिद्धांत)
- ४.५ उपयोजन : चाचणी, भावनिक बुद्धिमत्ता वाढविणे

F.Y.B.A. Psychology
(w.e.f. 2019-2020)
(Choice Based Credit System) 70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Course DSC-PSY- 1B : Introduction to Social Psychology

Course objectives and learning outcomes:

After the completion of this course students will be able to demonstrate the following competencies:

- a) Understand the basics of social psychology.
- b) Understand the nature of self, concept of attitude and prejudice of the individual.
- c) Assess the interactional processes, love and aggression in our day today life. .
- c) Understand group dynamics and individual in the social world.

Unit 1: Introduction:

(Total 12 Lectures)

- 1.1 Definition, Brief history of social psychology (special emphasis on India),
- 1.2 Scope of social psychology
- 1.3 Levels of social behaviour
- 1.4 Approaches towards understanding social behaviour
- 1.5 Application: Community mental health

Unit- 2.Individual Level Processes

(Total 12 Lectures)

- 2.1 Difference between Social Cognition & Social Perception.
- 2.2 Self –Concept: Nature, Self-regulation and self-presentation.
- 2.3 Attitude: Definition, components, Dimensions and formation of attitude
- 2.4 Prejudice: Causes.
- 2.5 Application: Formation of attitude and Prejudice eradication

Unit 3: Interpersonal processes:

(Total 12 Lectures)

- 3.1 Interpersonal attraction, love
- 3.2 Pro-social behaviour
- 3.3 Locus of control, increasing our helping nature.
- 3.4 Aggression: Meaning, Nature and causes of Aggression
- 3.5 Application: Prevention and reducing aggression

Unit- 4.Group Dynamics

(Total 12 Lectures)

- 4.1 Groups: When we join and when we leave, The benefits of joining
- 4.2 Cooperation and Conflict
- 4.3 Conformity; Factors affecting Conformity, Obedience & Authority
- 4.4 Group decision making
- 4.5 Application: Team Building

Books for Reference

1. Baron, R. A., Branscombe, N. R., & Byrne, D. Bhardwaj, Gopa. (2008). Social Psychology. (12th ed.). New Delhi: Pearson Education, Indian subcontinent adaptation 2009
2. Aronson, E., Wilson, T. D., & Akert, R. M. (2007). Social Psychology. (6th edi.), New Jersey: Pearson Education prentice Hall
3. Baumeister, R. F., & Bushman, B. J. (2008). Social Psychology and Human Nature. International student edition, Thomson Wadsworth USA
4. Myers, D. G. (2006). Social Psychology. (8th edi.), Tata McCraw- Hill Publication.

Books in Marathi Language:

1. नातू, वैद्य आणि राजहंस (२००८). सामाजिक मानसशास्त्र. पिअर्सन
2. गाडेकर, पाटील, इनामदार (२००७). प्रगत सामाजिक मानसशास्त्र. डायमंड, पुणे.
3. तडसरे, तंबाके, पाटील, दरेकर (२००३). सामाजिक मानसशास्त्र. फडके प्रकाशन, कोल्हापूर.
4. ढोरमारे आणि रसाळ (२०१५). सामाजिक मानसशास्त्र. उन्मेष प्रकाशन, पुणे.

घटक १ : ओळख

(१२ तास)

- १.१ सामाजिक मानसशास्त्र ची व्याख्या, थोडक्यात इतिहास (भारतीय संदर्भ)
- १.२ सामाजिक मानसशास्त्र विषयाची व्याप्ती
- १.३ सामाजिक वर्तनाचे स्तर
- १.४ सामाजिक वर्तन समजावून घेताना दृष्टीकोन
- १.५ उपयोजन : लोकसमुहाचे मानसिक आरोग्य

घटक २ : व्यक्ती स्तरावरील प्रक्रिया

(१२ तास)

- २.१ सामाजिक बोधन आणि सामाजिक संवेदन यातील फरक
- २.२ स्व संकल्पना : स्वरूप, स्व-नियमन आणि स्व सादरीकरण
- २.३ अभिवृत्ती: व्याख्या, घटक, अभिवृत्ती चे घटक आणि निर्मिती
- २.४ पूर्वग्रह : कारणे
- २.५ उपयोजन : अभिवृत्ती निर्मिती आणि पूर्वग्रह निर्मुलन

घटक ३ : आंतरव्यक्तिक प्रक्रिया

(१२ तास)

- ३.१ आंतरव्यक्तिक आकर्षण, प्रेम
- ३.२ समाज-अनुकूल वर्तन
- ३.३ नियंत्रण केंद्र, सहकार्य वर्तन वाढविणे
- ३.४ आक्रमकता : अर्थ, स्वरूप आणि आक्रमकतेची कारणे
- ३.५ उपयोजन : आक्रमकता प्रतिबंधन आणि कमी करणे

घटक ४ : समूह गतिमानता

(१२ तास)

- ४.१ समूह : आपण समुहात केव्हा दाखल होतो आणि केव्हा सोडून देतो, समूह सदस्य होण्याचे फायदे
- ४.२ सहकार्य आणि संघर्ष
- ४.३ अनुपालन : अनुपालन वर परिणाम करणारे घटक, आज्ञाधारकता आणि अधिकार
- ४.४ सामुहिक निर्णय घेणे
- ४.५ उपयोजन : संघभाव वाढविणे

Question Paper Pattern for Each Semester (2019-20)

(Choice Based Credit System)

F Y B A Psychology:

(70-Semester-End Exam & 30-Internal Evaluation)

Hours: Three

Marks: 70

Q1 Answer the following questions in 100 words each (any four)

Ask six questions- each question for 5 marks 5X4 =20

Q2 Answer the following questions in 200 words each (any two)

Ask four questions -each question for 10 marks 10X2 =20

Q3 Answer the following questions in 400 words each (any one)

Ask two questions -each question for 20 marks 20X1 =20

Q4 write short notes (any Two)

Ask four short notes -each short note for 5 marks 5X2 =10

-----**Total = 70 Marks**

Pattern for Internal Evaluation:

- | | | |
|--|---|------------|
| 1. Internal Mid-Semester Examination– | - | - 20 Marks |
| 2. Home Assignments/Oral/Lecture Notes/Project | | – 10 Marks |

TOTAL–30 Marks

Savitribai Phule Pune University
Faculty of Commerce & Management
Structure for Three - Year
B.Com. Degree course (Choice Based Credit System)
(2019 Pattern)
With effect from June 2019

Preamble:-

Commerce education is that area of education, which develops the required knowledge, skills and attitudes for the handling of Trade, Commerce and Industry. Commerce education is entirely different from other disciplines. Hence, it must charter Course routes to service the aspirations of the nation. To meet the growing needs of the business society, there is greater demand for sound development of commerce education. The relevance of commerce education has become more imperative, this means a marked change in the way commerce and management education is perceived in India. The Commerce education is dedicated to developing tomorrow's leaders, managers, and professionals.

The existing education system of imparting commerce education needs to be more dynamic to incorporate all local and global changes in the field of trade and commerce. The curriculum needs to be restructured accordingly. The learning inputs are required to be more update, skill based and with appropriate applications. This will be achieved through the introduction of Choice based Credit System at undergraduate level.

The choice based credit system offers a cafeteria approach where the students have the liberty to choose courses of their own choice. The credit system allows students to opt for additional courses where he /she can score more than the required credits. The system will focus on student centric learning methods, which include use of Information and Communication Technology, innovative methods of teaching and learning and emphasis on industry interaction to enable the learners to take up professional challenges more effectively.

1. INTRODUCTION

The B.Com Degree Course (2019 pattern) will be introduced in the following order:-

- | | |
|-----------------------|-----------|
| a. First Year B.Com. | 2019-2020 |
| b. Second Year B.Com. | 2020-2021 |
| c. Third Year B.Com. | 2021-2022 |

The B.Com. Degree Course will consist of six semesters divided into three Years.

The first year (Semester I and II) choice based credit system examination will be held at the end of the each semester.

The Second Year (Semester III and IV) and Third Year (Semester V and VI) choice based credit system examination will be held at the end of each semester.

2. ELIGIBILITY

- a) No Candidates shall be admitted to the First Year of the B.Com. Degree Course (**2019 pattern**) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing Course.
- b) No candidate shall be admitted to the Third Semester examination of the second year unless he/ she has cleared first two semesters satisfactorily for the course at the college affiliated to this University.
- c) No candidate shall be admitted to the Third Year B.Com. (Fifth semester) Degree Course (**2019 pattern**) unless he/she has cleared all the papers of first and second semester Examination of F.Y. B.Com. and has satisfactorily kept terms for the second year (Third and Fourth Semester) and also fifth semester for the third year of B.Com) satisfactorily in a college affiliated to this University.

3. A.T.K.T. Rules :

- If a candidate fails in all the courses (subject heads) of passing of semester I shall be allowed to proceed semester II. However, a student who fails in four theory courses and two practical courses at semester I and II taken together may be admitted to semester III & IV.
- If a candidate fails in all the courses (subject heads) of passing of semester III shall be allowed to proceed to semester IV.
- If a candidate fails in all the courses (subject heads) of passing of semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory courses and two practical courses at semester III and IV taken together may be admitted to semester V & VI.
- No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects).
- ATKT rules are applicable for 2nd and 4th semester.

4. COURSES CARRYING PRACTICALS

- a) Each practical course will be of one credit.
- b) There will be practical and practical examination for semester I and II of the F.Y.B.Com. For the Course Financial Accounting.
- c) There will be practical and practical examinations for the special Courses (Discipline Special Elective) of S.Y.B.Com. (Semester III and IV) and of T.Y.B.Com. (Semester V & VI)
- d) There will be Practical for the S.Y.B.Com level Compulsory Course Business Communication (Semester III and IV) & for T.Y.B.Com Auditing and Taxation (Semester V) & (Semester VI)
- e) A Student must offer the same Special Course at T.Y.B.Com. (Semester V & VI) which he / she has offered at S.Y.B.Com. (Semester III and IV)
- f) In an exceptional case, a student may change the Course chosen by him at third and fourth semester of second year during the first semester of the third year provided he keeps the additional terms of the Course at S.Y.B.Com.

Course having practical examination:-

Semester	Type of Course	Name of Practical Course	Course Code
I	Core Course	Financial Accounting – I	PR - 112
II	Core Course	Financial Accounting – II	PR – 122
III	Core Course	Business Communication – I	PR - 231
III	Discipline Specific Elective	Special Course Paper (I) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	PR- 236
IV	Core Course	Business Communication – II	PR- 241
IV	Discipline Specific Elective	Special Course Paper (I) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics	PR- 246

		<ul style="list-style-type: none"> g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application 	
V	Core Course	Auditing & Taxation – I	PR- 354
V	Discipline Specific Elective	<p style="text-align: center;">Special Course Paper (II)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application 	PR- 355
V	Discipline Specific Elective	<p style="text-align: center;">Special Course Paper (III)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application 	PR- 356
VI	Core Course	Auditing & Taxation – II	PR- 364
VI	Discipline Specific Elective	<p style="text-align: center;">Special Course Paper (II)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development 	PR- 365

		<ul style="list-style-type: none"> e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application 	
VI	Discipline Specific Elective	<p style="text-align: center;">Special Course Paper (III)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application 	PR- 366

5. MEDIUM OF INSTRUCTION

The medium of instruction for B.Com. Degree course shall be either Marathi or English except languages. The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

6. UNIVERSITY TERMS

The dates for the commencement and conclusion of the first and the second terms shall be as determined by the University Authorities. Only duly admitted students can keep the terms. The present relevant ordinances pertaining to grant of terms will be applicable.

7. VERIFICATION AND REVALUATION

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

8. RESTRUCTURING OF COURSES

This revised course structure shall be made applicable to the colleges implementing 'Restructured Programme at the undergraduate level from June, 2019. The Colleges under the Restructured Programme which has revised their structure in the light of the "2019 Pattern" shall be introduced with effect from academic year 2019-20.

9. STANDARD OF PASSING.

A candidate is required to obtain 40% marks in Internal Assessment, Practical Examination and Semester End University Examination.

It means that passing separately at internal assessment, practical examination and semester end university examination is compulsory.

10. METHODS OF EVALUATION, PASSING, AND EVALUATION CRITERIA:-

The evaluation of students will be done on three parameters:-

- a. Internal assessment
- b. Practical Examination (list of Courses having practical is given in note No. 4)
- c. University examination

For university examination, question papers will be set for seventy marks (three hours duration)

Evaluation will be done on a continuous basis, three times during each semester. Internal assessment will be of 30 marks. The colleges need to adopt any three out of the following methods for internal assessment:-

- a. Written examination
- b. Quiz
- c. Presentations
- d. Projects
- e. Assignments
- f. Tutorials
- g. Oral examination

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
116	Optional Group. (B) (Any one of the Following) a) Essentials of E-Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3 -	30	70	--	100	3 Hours
117	Any one of the following Language Additional English/ Marathi/ Hindi/ Gujarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

11. STRUCTURE OF TRANSCRIPT:

Conversion of percentage into credit(s) and grade(s):The following illustrations could be taken as an example for computing SGPA and CGPA from percentage to credits for Honours courses in all disciplines, degree Program courses in Science subjects and degree Program courses in Humanities, Social Sciences and Commerce subjects:

1. Percentage to Grades and Grade Points

The following formula may be used to convert marks (%) into letter grades.

Let \bar{X} = mean of % age marks of all student appeared in the paper.

σ = Standard deviation

m = % of marks obtained

Letter grade	Numerical grade	Formula
O (outstanding)	10	$m \geq \bar{X} + 2.5 \sigma$
A+ (Excellent)	9	$\bar{X} + 2.0 \sigma \leq m < \bar{X} + 2.5 \sigma$
A (Very Good)	8	$\bar{X} + 1.5 \sigma \leq m < \bar{X} + 2.0 \sigma$
B+ (Good)	7	$\bar{X} + 1.0 \sigma \leq m < \bar{X} + 1.5 \sigma$
B (Above average)	6	$\bar{X} \leq m < \bar{X} + \sigma$
C (Average)	5	$\bar{X} - 0.5 \sigma \leq m < \bar{X}$
D (Pass)	4	$\bar{X} - \sigma \leq m < \bar{X} - 0.5 \sigma$
F (Fail)	0	$m < \bar{X} - \sigma$
Ab (Absent)	0	

* Minor variations may be adjusted by the individual institution.

- 1 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- 2 For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.
- 3 The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,
- 4 The statutory requirement for eligibility to enter as assistant professor in colleges and universities in the disciplines of arts, science, commerce etc., is a minimum average mark of 50% and 55% in relevant postgraduate degree respectively for reserved and general category. Hence, it is recommended that the cut-off marks for grade B shall not be less than 50% and

12. RESTRUCTURING OF COURSES – EQUIVALENCE AND TRANSITORY PROVISION:

The University will conduct examination of old course (2013 Pattern) for next three academic years from the date of implementation of course.

The candidate of old course will be given three chances to clear his/her Courses as per the old course (2013 Pattern) and thereafter he/she will have to appear for the Courses as per the equivalence given to old course (2013 Pattern).

13. SCHEMES OF CREDITS –

Total credits for three year integrated B.Com. Course is as follows:-

Sr. No.	Semester No	No. of courses	Lecture Hours	Credit per course	Credit for practical courses	Add on course credit (*)	Lectures + Practical + add on courses= Total Credits
1	I	7	48	3	1	1	21 +2 =23
2	II	7	48	3	1	1	21 +2 =23
3	III	6	48	3	2	0	18+2 =20
4	IV	6	48	3	2	2	18+2+2 =22
5	V	6	48	3	3	0	18+3=21
6	VI	6	48	3	3	2	18+3+2 =23
Total No. of credits							132

Suggested Add On courses (*)

Sr. No.	Add on course	Class	Semester	Credit
1.	Value added course - I	F.Y.B.Com.	I	1
2.	Value added course – II	F.Y.B.Com.	II	1
3.	Environment Awareness	S.Y.B.Com.	IV	2
4.	Specific Add - on Course related to specialized Course/ Internship	T.Y.B.Com.	VI	2
Total				6

**Revised structure of Choice Based Credit System Course
First Year B. Com. Semester – I w.e.f. 2019- 20**

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
111	Compulsory English- I	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
112	Financial Accounting - I	Core Course	4	4	30	50	20	100	3 Hours
113	Business Economics- I	Core Course	4	3	30	70	--	100	3 Hours
114 (A)	Business Mathematics and Statistics - I	Core Course	4	3	30	70	--	100	3 Hours
114 (B)	Computer Concepts and Application- I								
115	Optional Group. (A) (Any one of the Following) a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

First Year B. Com. Structure of the Syllabus w.e.f. 2019- 20

Semester – II

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
121	Compulsory English- II	Ability Enhancement Compulsory Course	4	3	30	70	--	100	3 Hours
122	Financial Accounting - II	Core Course	4	4	30	50	20	100	3 Hours
123	Business Economics- II	Core Course	4	3	30	70	--	100	3 Hours
124(A)	Business Mathematics and Statistics - II	Core Course	4	3	30	70	--	100	3 Hours
124(B)	Computer Concepts and Application- II								
125	Optional Group. – (A) (Any one of the Following) a) Organization Skill Development b) Banking and finance c) Commercial Geography d) Defence Organization and Management in India e) Cooperation f) Managerial Economics	Generic Elective Course	4	3	30	70	--	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam.	Practical Exam.		
126	Optional Group. (B) (Any one of the Following) a) Essentials of E- Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection and Business Ethics e) Business Environment & Entrepreneurship f) Foundation Course in Commerce	Generic Elective Course	4	3	30	70	--	100	3 Hours
127	Any one of the following Language- II Additional English/ Marathi/ Hindi/ Gujarati/ Sindhi/ Persian/ Urdu/ French/ German / Sanskrit / Arabic	Ability Enhancement Course	4	3	30	70	--	100	3 Hours

Second Year B. Com. w.e.f. 2020- 21.

Semester – III

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
231	Business Communication- I	Core Course	4	4	30	50	20	100	3 Hours
232	Corporate Accounting- I	Core Course	4	3	30	70	--	100	3 Hours
233	Business Economics - I (Macro)	Core Course	4	3	30	70	--	100	3 Hours
234	Business Management - I	Core Course	4	3	30	70	--	100	3 Hours
235	Elements of Company Law- I	Core Course	4	3	30	70	--	100	3 Hours
236	Special Course Paper- I (Any One) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

Second Year B. Com. w.e.f. 2020- 21

Semester – IV

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	Total No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
241	Business Communication- II	Core Course	4	4	30	50	20	100	3 Hours
242	Corporate Accounting- II	Core Course	4	3	30	70	--	100	3 Hours
243	Business Economics – II (Macro)	Core Course	4	3	30	70	--	100	3 Hours
244	Business Management - II	Core Course	4	3	30	70	--	100	3 Hours
245	Elements of Company Law- II	Core Course	4	3	30	70	--	100	3 Hours
246	Special Course Paper- I (Any One) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Special Elective	4	4	30	50	20	100	3 Hours

Third Year B. Com. w.e.f. 2021- 22
Semester – V

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
351	Business Regulatory Framework - I	Core Course	4	3	30	70	--	100	3 Hours
352	Advanced Accounting - I	Core Course	4	3	30	70	--	100	3 Hours
353	Indian and Global Economic Development - I Or International Economics - I	Core Course	4	3	30	70	--	100	3 Hours
354	Auditing & Taxation - I	Core Course	4	4	30	50	20	100	3 Hours
355	Special Course Paper – II (Same Special Course Offered at S.Y.B.Com) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
356	Special Course Paper – III (Same Special Course Offered at S.Y.B.Com) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Third Year B. Com. w.e.f. 2021- 22

Semester – VI

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
361	Business Regulatory Framework - II	Core Course	4	3	30	70	--	100	3 Hours
362	Advanced Accounting - II	Core Course	4	3	30	70	--	100	3 Hours
363	Indian and Global Economic Development - II Or International Economics - II	Core Course	4	3	30	70	--	100	3 Hours
364	Auditing & Taxation - II	Core Course	4	4	30	50	20	100	3 Hours
365	Special Course Paper – II (Same Special Course Offered at S.Y.B.Com) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Course No.	Course / Title of Paper	Course	No. of lectures (Per Week)	No. of Credits	Internal Assessment	University Assessment		Total Marks	Duration of Theory Examination
						Univ. Exam	Practical Exam		
366	Special Course Paper – III (Same Special Course Offered at S.Y.B.Com) a) Business Administration b) Banking and Finance c) Business Law and practices d) Cooperation and Rural Development e) Cost and Works Accounting f) Business Statistics g) Business Entrepreneurship h) Marketing Management i) Agricultural and Industrial Economics j) Defence Budgeting, Finance and Management k) Insurance, Transport and Tourism l) Computer Programming and Application	Discipline Specific Elective	4	4	30	50	20	100	3 Hours

Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester: I
Financial Accounting- I

Course Code - 112

No. of Credits :- 03 and for practical – 01

Objective of the Course:-

1. To impart knowledge of basic accounting concepts
2. To create awareness about application of these concepts in business world
3. To impart skills regarding Computerised Accounting
4. To impart knowledge regarding finalization of accounts of various establishments.

Unit No.	Unit Title	Contents	Purposed Skills to be developed
1	Accounting Concepts, Conventions and Principles and an overview of Emerging Trends in Accounting	<p>(A) Accounting Concepts, Conventions and Principles</p> <ol style="list-style-type: none">1. Money Measurement2. Business Entity3. Dual Aspect4. Periodicity Concept5. Realization Concept6. Matching Concept7. Accrual / Cash Concept8. Consistency Concept9. Conservatism Principle10. Materiality Concept11. Going Concern Concept12. Historical Cost Concept <p>(B) Emerging Trends in Accounting</p>	<ul style="list-style-type: none">• Knowledge about various accounting Concepts, Conventions and Principles.• Understanding emerging trends in accounting and its effect on accounting Practices.

		<ol style="list-style-type: none"> 1. Inflation Accounting 2. Creative Accounting 3. Environmental Accounting 4. Human Resource Accounting 5. Forensic Accounting 	
2	Piecemeal Distribution of Cash	<ol style="list-style-type: none"> 1. Surplus Capital Method only, Asset taken over by a partner, 2. Treatment of past profits or past losses in the Balance sheet, 3. Contingent liabilities 4. Realization expenses/amount kept aside for expenses 5. adjustment of actual, Treatment of secured liabilities, 6. Treatment of preferential liabilities like Govt. dues/labour dues etc., Excluding: Insolvency of partner and Maximum Loss Method. 	<ul style="list-style-type: none"> • Knowledge about process of dissolution of partnership firm.
3	Accounts from Incomplete Records (Single Entry System)	<ol style="list-style-type: none"> 1. Meaning of single entry system 2. Features of Single Entry System 3. Conversion of Single Entry into Double Entry 	<ul style="list-style-type: none"> • Knowledge about single entry systems. • Purpose and advantages of double entry system • Process of conversion of single entry into double entry system.
4	Introduction to Goods and Services Tax laws and Accounting	<ol style="list-style-type: none"> 1. Constitutional Background of GST, Concepts and definition of GST. 2. IGST, CGST and SGST 3. Input and Output Tax credit 4. Procedure for registration under GST 	<ul style="list-style-type: none"> • Knowledge about conceptual framework of the GST • Knowledge about various components of GST. • Types of taxes under GST • Registration process under GST for business establishments.

Practical for Semester– I

Topic	Mode of Practical
Constitutional Background of GST, Concepts and Implications of GST.	Library Assignment
IGST, CGST and SGST	Guest Lecture
Procedure for registration under GST	Visit to a business establishment
Input and Output Tax credit	PowerPoint Presentation

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	PowerPoint Presentations	Videos available on YouTube	Library assignment on Types of accounting principles and conventions with its usage and emerging trends in accounting	Students will be able to acquire in-depth knowledge
2	12	Group Activity	Videos available on YouTube	--	Students will be able to acquire in-depth knowledge
3	12	PowerPoint Presentations	Videos available on YouTube	Group activity of conversion of single entry into double entry system	Students will be able to understand the process and importance of conversion of single entry into double entry system
4	12	Visit and interview	Videos available on YouTube	Compilation of information about the contents in the syllabus in a journal	Students will gain knowledge about GST and its implications.

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Advanced Accounts	M.C. Shukla, T.S. Grewal, S.C. Gupta	S. Chand Publication	New Delhi.
2.	Financial Accounting for B.Com	CA (Dr.) P.C. Tulsian S.C. Gupta	S. Chand Publication	New Delhi.
3.	Introduction to Accountancy	S.R.N Pillai & Bhagavathi	S.Chand & CompanyLtd	New Delhi
4.	Corporate Accounting	Raj Kumar Sah	Cengage Publications	Noida, Uttar Pradesh
5.	Advanced Accounting	S. N. Maheshwari		
6.	GST Law and Analysis with Conceptual Procedures	Bimal Jain and Isha Bansal (Set of 4 Volumes)	Pooja Law Publishing Company	New Delhi
7.	Guidance Note on GST by ICAI	--	The Institute of Chartered Accountants of India	New Delhi

Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

**Semester-I
Business Economics (Micro) - I**

Course Code - 113

No. of Credits :- 03

Objectives of the course:-

1. To impart knowledge of business economics
2. To clarify micro economic concepts
3. To analyze and interpret charts and graphs
4. To understand basic theories, concepts of micro economics and their application

Unit No.	Unit Title	Contents	Purpose & skills to be developed
1	Introduction and Basic Concepts	1.1 Meaning, Nature, Scope and Importance of Business Economics 1.2 Concept of Micro and Macro Economics 1.3 Tools for Economic Analysis- Functional Relationship, Schedules, Graphs and Equations 1.4 Basic Concepts: Household, Consumer, Firm, Plant and Industry 1.5 Goals of Firms- Economic and Non-Economic	<ul style="list-style-type: none"> • To make the students aware of concepts in micro economics • To help the students understand the difference between micro and macro economics • To make the students understand economic and non-economic goals of firms. <p>Skills : Analyze and think critically, develop writing skills</p>
2	Consumer Behavior	Utility: Concept and Types 2.2 Cardinal Approach: Law of Diminishing Marginal Utility and Law of Equi Marginal Utility 2.3 Consumer Surplus: Concept and Measurement 2.4 Ordinal Approach: Indifference curve	<ul style="list-style-type: none"> • To help the students understand the concept of utility • To impart knowledge of cardinal and ordinal approach • To make them understand the concept of consumer surplus <p>Skills: Understanding complex theories and concepts Geometrical skills, mathematical aptitude, writing skills</p>

		Analysis- Concept, Characteristics, Consumer Equilibrium	
3.	Demand and Supply Analysis	<p>3.1 Concept of Demand</p> <p>3.2 Determinants of Demand</p> <p>3.3 Law of Demand</p> <p>3.4 Elasticity of Demand</p> <p>3.4.1 Price Elasticity of Demand - Meaning, Types, Measurement, Uses and Significance</p> <p>3.4.2 Income Elasticity of Demand-Meaning and Types</p> <p>3.4.3 Cross Elasticity of Demand-Meaning and Types</p> <p>3.5 Supply : Concept, Determinants and Law of Supply</p> <p>3.6 Equilibrium of Demand and Supply for Price Determination</p>	<ul style="list-style-type: none"> • To understand the concept of demand and elasticity of demand • To impart knowledge of law of supply and the determinants of law of supply • To help the students understand price determination in varied demand and supply condition <p>Skills imparted: Applying mathematical and statistical analysis methods extracting information, drawing conclusions</p>
4.	Production Analysis	<p>4.1 Concept of Production Function</p> <p>4.2 Total, Average and Marginal Production</p> <p>4.3 Law of Variable Proportions</p> <p>4.4 Law of Returns to Scale</p> <p>4.5 Economies and Diseconomies of Scale- Internal and External</p>	<ul style="list-style-type: none"> • To help the students understand the relation between revenue concepts • To understand theories of production function • To make students know about economies and diseconomies of scale <p>Skills: Interpret economic theories, writing skills, understand charts and graphs.</p>

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	<ul style="list-style-type: none"> • Open book discussion • Case studies • Problem solving based learning 	You tube lectures on micro and macro economics	<ul style="list-style-type: none"> • Functional relations • Goals of firms 	<ul style="list-style-type: none"> • Students will understand basic concepts of micro economics, • Will be able to analyze and interpret
1.	12	<ul style="list-style-type: none"> • Digital lectures • Jigsaw reading 	You tube lectures	Types of utility	<ul style="list-style-type: none"> • Will know cardinal and ordinal approach • Will understand the concept of consumer surplus
2.	12	<ul style="list-style-type: none"> • Game oriented classes • Pair learning • Group discussion 	<ul style="list-style-type: none"> • Films • You tube lectures 	Type of goods and elasticity of demand	<ul style="list-style-type: none"> • Will understand the concept of demand and elasticity of demand • Will understand the concept of supply • Able to interpret equilibrium in the market
3.	12.	<ul style="list-style-type: none"> • Group discussion • Teacher driven power point presentation • Games and simulation 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	Effect of economies of scale on industries (with example of an industry)	<ul style="list-style-type: none"> • Will understand revenue concept • Will know economies and diseconomies of scale

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Microeconomics	B. Douglas Bernheim and Michael D. Whinston	Tata McGraw Hill	New York
2	Microeconomics	Pindyck, R.S. and D.L. Rubinfeld	Pearson Education	London

3	Principles of Economics	Stiglitz, J.E. and C.E. Walsh	Oxford Univ. Press	United Kingdom
4	Microeconomics: Theory and Applications	Salvatore, D.L	Oxford Univ. Press	United Kingdom
5	Intermediate Microeconomics: A Modern Approach	Varian, H.R.,	W.W. Norton	United Kingdom, United states
6	Microeconomic Theory,	Sen, Anindya	Oxford Univ. Press	United Kingdom
7	Modern Microeconomics	Koutsoyiannis, A	MacMillan Press	India
8	Principles of Microeconomics	H.L. Ahuja	S. Chand	New Delhi

Suggested references

Web reference

Sr. no	Lectures	Films	Animation	PPTs	Articles
1.	https://mitpress.mit.edu/books/lectures-microeconomics	https://www.economicsnetwork.ac.uk/teaching/Video%20and%20Audio%20Lectures/Principles%20of%20Microeconomics	https://www.youtube.com/redirect?q=http%3A%2F%2Fwww.thateconstutor.com&v=Zre4tp90Aog&redir_token=6U11cd7zsOZt8fGKACK3B5JHJNh8MTU1NzkyNzkzMUAxNTU3ODQxNTMx&event=video_description	https://ctaar.rutgers.edu/gag/ppc2_files/ppc2.ppt	http://scholar.google.co.in/scholar?q=articles+on+microeconomics&hl=en&as_sdt=0&as_vis=1&oi=scholar
2.	https://www.amazon.com/Lectures-Microeconomics-Questions-Approach-Press/dp/0262038188	https://nptel.ac.in/courses/109104125/	https://www.youtube.com/watch?v=ewPNugIqCUM	https://www.slideshare.net/tribhuvan64/presentation-on-importance-of-microeconomics	http://theconversation.com/global/topics/microeconomics-3328

Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester: I

Business Mathematics & Statistics- I

Course Code – 114 (A)

No. of Credits :- 03

Objective of the Program

1. To introduce the basic concepts in Finance and Business Mathematics and Statistics
2. To familiar the students with applications of Statistics and Mathematics in Business
3. To acquaint students with some basic concepts in Statistics.
4. To learn some elementary statistical methods for analysis of data.
5. The main outcome of this course is that the students are able to analyze the data by using some elementary statistical methods

Unit No.	Unit Title	Contents	Purpose/Skills to be developed
1	Interest and Annuity	Interest: Concept of Present value and Future value, Simple interest, Compound interest, Nominal and Effective rate of interest, Examples and Problems Annuity: Ordinary Annuity, Sinking Fund, Annuity due, Present Value and Future Value of Annuity, Equated Monthly Installments (EMI) by Interest of Reducing Balance and Flat Interest methods, Examples and Problems.	<ol style="list-style-type: none"> 1. To understand the concept of Simple interest, compound interest, effect of compounding. 2. To understand the concept of Annuity and its applications for EMIs and Amortization Schedule.
2	Shares and Mutual Funds	Shares: Concept of share, face value, market value, dividend, brokerage, equity shares, preferential shares, bonus shares. Examples and Problems Mutual Funds: Concept of Mutual Funds, Problems on calculation of Net Income after considering entry load, Dividend, Change in Net Asset Value (NAV) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.). Examples and Problems	<ol style="list-style-type: none"> 1. To understand the concept of shares and mutual funds. 2. To understand contribution of shares and mutual funds in systematic investment plans 3. To solve problems related to shares and mutual funds
3	Population and Sample	Definition of Statistics, Scope of Statistics in Economics, Management Science and Industry. Concept of population and sample, methods of data collection: Census and sampling with illustration. Methods of random sampling – SRSWR, SRSWOR, Stratified, Systematic (Description of sampling procedures only).	<ol style="list-style-type: none"> 1. Collection of data 2. Analyzing and interpreting data. 3. Knowing different method of sampling

4	Measures of Central Tendency and Measures of Dispersion	<p>Frequency distribution: Raw data, attributes and variables, Classification of data, frequency distribution, cumulative frequency distribution, Histogram and ogive curves.</p> <p>Requisites of ideal measures of central tendency, Arithmetic Mean, Median and Mode for ungrouped and grouped data. Combined mean, Merits and demerits of measures of central tendency, Geometric mean: definition, merits and demerits, Harmonic mean: definition, merits and demerits, Choice of A.M., G.M. and H.M.</p> <p>Concept of dispersion, Measures of dispersion: Range, Variance, Standard deviation (SD) for grouped and ungrouped data, combined SD, Measures of relative dispersion: Coefficient of range, coefficient of variation. Examples and problems.</p>	<ol style="list-style-type: none"> 1. To classify and represent data in tabular and graphical form. 2. To compute various measures of central tendency and measures of dispersion.
---	--	--	--

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Expected Outcome
1	16	ICT	Students will be able to apply concepts of interests and annuities to calculate EMI, prepare amortization schedule, calculate insurance premiums etc
2	8	ICT	Students will be able calculate dividend, brokerage on shares and mutual funds. Also students will be able to identify the contribution of shares and mutual funds in systematic investment plans and to select best investment options
3	8	ICT	Students will be able to recognize and classify different types of data. Students will be able to take a sample of appropriate size using suitable method of sampling.
4	16	ICT	Students will be able to calculate measures of central tendency and measures of dispersion. Students will be able to use appropriate measure of central tendency or measure of dispersion for given data to given problems from business or economics.

References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Practical Business Mathematics	S. A. Bari	New Literature Publishing Company	New Delhi
2	Mathematics for Commerce	K. Selvakumar	Notion Press	Chennai
3	Business Mathematics with Applications	Dinesh Khattar & S. R. Arora	S. Chand Publishing	New Delhi
4	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McFraw Hill	New Delhi
5	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd	New Delhi
6	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing	New Delhi
7	Mathematics for Economics and Finance: Methods and Modeling	Martin Anthony and Norman Biggs	Cambridge University Press	Cambridge
8	Financial Mathematics and Its Applications	Ahmad Nazri Wahidudin	Ventus Publishing ApS	Denmark
9	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K.;	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
10	Statistical Methods	Gupta S. P.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
11	Applied Statistics	Mukhopadhyaya Parimal	New Central Book Agency Pvt. Ltd.	Calcutta.
12	Fundamentals of Statistics	Goon A. M., Gupta, M. K. and Dasgupta, B.	World Press	Calcutta.
13	Fundamentals of Applied Statistics	Gupta S. C. and Kapoor V. K.;	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002

Revised syllabi (2019Pattern) for three years F.Y. B. Com. Degree course (CBCS)

Semester: I

Organizational Skills Development- I

Course Code – 115 - A

No. of Credits :- 03

Objectives of the course

1. To introduce the students to the emerging changes in the modern office environment
2. To develop the conceptual , analytical , technical and managerial skills of students efficient office organization and records management
3. To develop the organizational skills of students
4. To develop Technical skills among the students for designing and developing effective means to manage records , consistency and efficiency of work flow in the administrative section of an organisation
5. To develop employability skills among the students

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Concept of Modern Office	<ol style="list-style-type: none">a. Modern Office :- Definition, Characteristics, importance and functionsb. Office environment:- Meaning and Importancec. Office Location :- Meaning, Principles and factors affecting Office locationd. Office Layout :- Meaning, Principles and factors affecting Office Layout	<ol style="list-style-type: none">1. Conceptual Clarity on the meaning of a modern office2. Developing understanding on the internal and external factors of an office environment3. Developing analytical and technical skills to contribute towards planning office location and layout
2	Office Organisation and Management	<ol style="list-style-type: none">a. Office Organisation : Definition, Importance, Principles and Types of Organisationb. Office Management:- Definition, Functionsc. Scientific Office Management :- Meaning, Aims, Techniques of Scientific Office Management and Steps for installation of Scientific Office Management	<ol style="list-style-type: none">1. Conceptual clarity on the meaning of Scientific office management2. Development of understanding in various techniques for scientific management

3	Office Records Management	a. Office Records Management -Definition, Objectives, Scope of Records Management, Significance, Principles of Records management. b. Digitalization of records:- Advantages and Problems of Digitalization c. Form Design:- Objectives, types of forms, Significance, Principles of form designing d. Office Manual – Definition, Contents Types , benefits and limitations	1. Introduction to concept of digitalization of records 2. Technical skills and critical analysis skills for designing of various office documents for effective records creation and maintenance
4	Office work	Office work :-Meaning and Characteristics, Flow of work :- Significance, Features of Ideal flow of work ,benefits of flow of work ,problems in smooth flow of work , suggestions for even flow of work	1. Analytical skills for process improvement in office work.

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation	Online Videos	Making a model of office layout in groups	Conceptual Clarity on meaning of Modern Office, internal and external factors of an office environment
2	12	Power Point Presentation			Conceptual clarity on the meaning of Scientific office management and understanding various techniques for scientific management

3	12	Guest Lectures by Experts	Visit to any organization , college, bank etc (group assignment)	Report on the records management system based on the visit	Technical skills and Critical analysis skills
4	12	PPT , Educational Videos	Visit to any organization , college, bank etc (group assignment)	Report on the visit and suggestions for improvement in work flow of the organization visited	Development of Technical and Analytical abilities

References :

List of Books Recommended :-

1. Modern Office Management – By Mills, Geoffrey
2. Office Management – By Dr. R.K. Chopra , Priyanka Gauri
3. Office Management – By R.S.N. Pillai
4. Office Management – By K.L.Maheshwari , R.K . Maheshwari
5. Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh

Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

Semester - I

Marketing and Salesmanship- I

(Fundamentals of Marketing)

Course Code – 116 - C

No. of Credits :- 03

Objectives of the Course

1. To introduce the basic concepts in Marketing.
2. To give the insight of the basic knowledge of Market Segmentation and Marketing Mix
3. To impart knowledge on Product and Price Mix.
4. To establish link between commerce, business and marketing.
5. To understand the segmentation of markets and Marketing Mix.
6. To enable students to apply this knowledge in practicality by enhancing their skills in the field of Marketing.

Unit No.	Unit Title	Contents	Purposed Skills To Be Developed
1	Introduction to Market and Marketing	1.1 Meaning and Definition of Market 1.2 Classification of Markets 1.3 Marketing Concept: Traditional and Modern 1.4 Importance of Marketing 1.5 Functions of Marketing: Buying, Selling, Assembling, Storage, Transportation, Standardization, Grading, Branding, Advertising, Packaging, Risk Bearing, Insurance, Marketing Finance, Market Research and Marketing Information. 1.6 Selling vs. Marketing	The basic knowledge of Market and Marketing will be developed amongst students.

2	Market Segmentation and Marketing Mix	<p>2.1 Market Segmentation: -</p> <p>2.1.1 Introduction</p> <p>2.1.2 Meaning and Definition</p> <p>2.1.3 Importance</p> <p>2.1.4 Limitations</p> <p>2.1.5 Bases for Segmentation</p> <p>2.2 Marketing Mix</p> <p>2.2.1 Introduction</p> <p>2.2.2 Meaning & Definition</p> <p>2.2.3 Elements of Marketing Mix- Product, Price, Place and Promotion</p> <p>2.2.4 Importance of Marketing Mix</p>	Students will develop the Marketing Segmentation knowledge along with the basic concept of Marketing Mix.
3	Product Mix and Price Mix	<p>3.2 Product Mix</p> <p>3.2.1 Meaning and Definition</p> <p>3.2.2 Product Line and Product Mix</p> <p>3.2.3 Product Classification</p> <p>3.2.4 Product Life Cycle</p> <p>3.2.5 Factors Considered for Product Management</p> <p>3.3 Price Mix</p> <p>3.3.1 Meaning and Definition</p> <p>3.3.2 Pricing Objectives</p> <p>3.3.3 Factors Affecting Pricing Decision</p> <p>3.3.4 Pricing Methods</p>	Students will get proper insight of Product and Price Mix.

4	Place Mix and Promotion Mix	<p>a. Place Mix</p> <p>i. Meaning and Definition of Place Mix</p> <p>ii. Importance</p> <p>iii. Types of Distribution Channels – consumer goods and Industrial Goods</p> <p>iv. Factors Influencing selection of Channels</p> <p>4.2 Promotion Mix</p> <p>4.2.1 Meaning of Promotion Mix</p> <p>4.2.2 Elements of Promotion Mix- Personal Selling, Public Relation and Sales Promotion</p> <p>4.2.3 Factors Affecting Market Promotion Mix</p> <p>4.2.4 Promotion Techniques or Methods</p>	<p>Students will develop the skills of promoting a product along with gaining knowledge about the distribution channels.</p>
---	-----------------------------	---	--

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film shows and AV Applications	Expected Outcome
1	14	Power Point Presentation, Survey Analysis	Short Film AV Application	Student will get acquainted with the basics of marketing field.
2	07	Power Point Presentation, Survey Analysis, Group Discussion	Short Film AV Application	It will highlight on the core marketing concepts namely 'Marketing Mix'. It will help students to implement this knowledge in practicality by enhancing their skills in the field of market segmentation.
3	14	Conceptual Learning Group Discussion	AV Application	Students will develop the skills of Pricing the product along with gaining knowledge on Product Mix
4	13	Conceptual Learning, Power Point Presentation, Group Discussion	Short Film, AV Application Use of You Tube	It will help the students to apply the various techniques of Promotion and understand the various channels of distribution

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	
5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl & D. V. Karla	Pearson Publication	

Syllabus for F.Y.B.Com
Semester-II, Paper-II
Subject Name: - Financial Accounting- II
Course Code - 122

Objectives of the course

This course is intended to introduce the basic theory, concepts and practice of financial accounting and to enable students to understand information contained in the published financial statements of companies and other organizations. It includes the preparation of accounting statements, but their uses and limitations will also be emphasized.

Depth of the program – fundamental Knowledge

Objective of the Program

1. To impart knowledge of various software used in accounting
2. To impart knowledge about final accounts of charitable trusts
3. To impart knowledge about valuation of intangible assets
4. To impart knowledge about accounting for leases

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Software used in Accounting	<ol style="list-style-type: none"> 1. Types of Accounting Software 2. Use of Accounting Software 3. Installation of Accounting Software 4. Advantages and disadvantages of Accounting Software <p>Voucher entry and Report Generation including GST transactions</p>	<ul style="list-style-type: none"> • Students are expected to acquaint themselves with Computerised accounting, its application and utility.

2	Final Accounts of Charitable Trust (Clubs, Hospitals, Libraries etc.)	<ol style="list-style-type: none"> 1. Meaning and Characteristics 2. Accounting Records 3. Income and Expenditure Account 4. Receipt and Payment Account 5. Balance Sheet and Adjustments 	<ul style="list-style-type: none"> • Understanding the accounting process of accounting of charitable trusts • Recording basic accounting transactions and prepare annual financial statements; and • Analyzing , interpreting and communicating the information contained in basic financial statements and explain the limitations of such statements
3	Valuation of Intangibles	<ol style="list-style-type: none"> 1. Valuation of Goodwill (Problem) 2. Valuation of Brands 3. Valuation of Patents, Copyright and Trademark etc. 	<ul style="list-style-type: none"> • Learning the concept of intangible assets and the methods of their valuation.
4	Accounting for Leases	<ol style="list-style-type: none"> 1. Types of Lease (Finance Lease and Operating Lease) 2. Finance Lease (Hire Purchase and installment) (Theory) 3. Operating Lease 4. Royalty, 5. Minimum Rent, 6. Short Workings, 7. Recoupment Of Short Working, 8. Lapse of Short Working <p>Journal Entries and Ledger Accounts in the Books of Landlord and Lessee</p>	<ul style="list-style-type: none"> • Understanding the process and methods of leasing.

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Hands-on experience of using accounting software on computers	Videos available on YouTube	Voucher entries in tally	Students will be able to acquire in-depth knowledge
2	12	Visit to charitable trust for collection of relevant information	Videos available on YouTube	Visit report	Students will be able to acquire in-depth knowledge
3	12	Case studies on intangible assets and its valuation	Videos available on YouTube	Report writing	Students will be able to acquire in-depth knowledge
4	12	Case studies and expert lectures.	Videos available on YouTube	NA	Students will be able to acquire in-depth knowledge

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Advanced Accounts	M.C. Shukla, T.S. Grewal, S.C. Gupta	S. Chand Publication	New Delhi.
2.	Financial Accounting for B.Com	CA (Dr.) P.C. Tulsian S.C. Gupta	S. Chand Publication	New Delhi.
3.	Financial Accounting	Dr. Kishor Jagtap	Tech- Max Publications,	Pune
4.	Introduction to Accountancy	S.R.N Pillai & Bhagavathi	S.Chand & CompanyLtd	New Delhi

5.	Corporate Accounting	Raj Kumar Sah	Cengage Publications	Noida, Uttar Pradesh
6.	Principles of Accountancy	Principles of Accountancy	S.Chand & CompanyLtd	New Delhi
7.	Advanced Accounting	S. N. Maheshwari		
8.	GST Law and Analysis with Conceptual Procedures	Bimal Jain and Isha Bansal (Set of 4 Volumes)	Pooja Law Publishing Company	New Delhi
9.	Guidance Note on GST by ICAI	--	The Institute of Chartered Accountants of India	New Delhi

Practical for Semester – II

Topic	Mode of Practical
Introduction to Computerised accounting, Accounting software, Features, advantages and disadvantages	Library Assignment
Company creation	Computer Laboratory
Groups and ledgers creation	Computer Laboratory
Voucher entries including GST and Report Generation	Computer Laboratory

Revised syllabi (2019 Pattern) for Three Years B. Com. Degree course (CBCS)

**First Year B. Com
Semester-II Course Code - 123**

Business Economics (Micro) - II

Objectives:

1. To understand the basic concepts of micro economics.
2. To understand the tools and theories of economics for solving the problem of decision making by consumers and producers.
3. To understand the problem of scarcity and choices.

Depth of the program – Fundamental Knowledge

Objectives of the Program

1. To impart knowledge of business economics
2. To clarify micro economic concepts
3. To analyze and interpret charts and graphs
4. To understand basic theories, concepts of micro economics and their application

Unit No.	Unit Title	Contents	Purpose skills to be developed
1	Cost and Revenue	1.1 Concepts and Types of Cost- Economic Cost and Accounting Cost, Private Cost and Social Cost, Actual Cost and Opportunity Cost, Explicit Cost and Implicit Cost, Incremental Cost and Sunk Cost, Fixed Cost and Variable Cost 1.2 Relation between Total Cost, Average Cost and Marginal Cost 1.3 Cost Curves in Short run and Long run 1.4 Concept of Total Revenue, Average Revenue and Marginal Revenue	<ul style="list-style-type: none"> • To understand the concept and types of cost • To make the students know about short run and long run cost concepts • To impart knowledge about types of revenue Skills: Interpretation of cost curves, integrate cost and revenue concepts, draw inferences

2	Pricing Under Perfect Market Conditions	2.1 Pure Competition: Meaning and Features 2.2 Features of Perfect Competition 2.3 Price Determination in Perfect Competition 2.4 Equilibrium of Firm and Industry in Short Run and Long Run	<ul style="list-style-type: none"> • To help the students understand the concept of pure and perfect competition • To impart knowledge about equilibrium of firm and industry in short and long run. Skills: Understanding, writing skills, critical thinking
3.	Pricing Under Imperfect Market Conditions	1.1 Meaning of Imperfect Competition 1.2 Monopoly: Features and Equilibrium, Price Discrimination 3.3 Monopolistic Competition- Features and Equilibrium. 3.4 Oligopoly: Concept and Features 3.5 Duopoly: Concept and Features 3.6 Comparison of Perfect and Imperfect Competition	<ul style="list-style-type: none"> • To develop ability to understand the market structures under imperfect competition • Ability to compare perfect and imperfect competition Skills: Understand complex relations, problem solving skill, analytical skill
4	Factor Pricing	4.1 Marginal Productivity Theory of Distribution 4.2 Rent- Meaning, Ricardian Theory of Rent, Modern Theory of Rent, Concept of Quasi Rent 4.3 Wages- 4.3.1 Meaning and Types of Wages- a) Minimum Wages b) Money Wages c) Real Wages d) Subsistence Wages e) Fair Wages 4.3.2 Backward Bending Supply Curve of Labour	<ul style="list-style-type: none"> • To understand the theory of marginal productivity • To understand the concept and theories in factor pricing Skills: Critical thinking, logical thinking, apply information processing skills

		<p>4.3.3 Role of Collective Bargaining in Wage Determination</p> <p>4.4 Interest-Meaning, Loanable Fund Theory, Liquidity Preference Theory</p> <p>4.5 Profit- Meaning, Risk and Uncertainty Theory of Profit, Dynamic Theory of Profit, Innovation Theory of Profit</p>	
--	--	--	--

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	8	<ul style="list-style-type: none"> • Open book discussion, • Case studies 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<p>Types of cost in industries</p> <p>Comparison of cost and revenues in industries</p> <p>Trends of cost and revenue in industries</p>	<ul style="list-style-type: none"> • Will understand the concept and types of cost • Students will know about short run and long run cost concepts • Students will have knowledge about types of revenue
2	8	<p>Digital lectures</p> <p>Interactive lectures</p>	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<p>Application of perfect competition markets in the markets like that of agricultural products, dairy products etc</p>	<ul style="list-style-type: none"> • Students will understand the concept of pure and perfect competition • Students will know about the equilibrium of firm and industry in short and long run.

3	14	<ul style="list-style-type: none"> • Game oriented classes • Dramatization • Group discussion 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<ul style="list-style-type: none"> • Study of price and output trends in oligopoly markets • Price and non price competition in monopolistic competition 	<ul style="list-style-type: none"> • Will develop ability to understand the market structures under imperfect competition • Will be able to compare perfect and imperfect competition
4	18	<ul style="list-style-type: none"> • Group discussion • Teacher driven power point presentation 	<ul style="list-style-type: none"> • You tube lectures • Online PPTs 	<ul style="list-style-type: none"> • Application of backward bending supply curve of labor in the market • Study of application of theories of factor pricing 	<ul style="list-style-type: none"> • Will understand the theory of marginal productivity. • Will understand the concept and theories in factor pricing

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Advanced Economic Theory, Microeconomic Analysis	Ahuja H.L	S.Chand and Company	New Delhi
2.	Price Theory and Applications	Jack Hirshlifer	Prentice Hall of India, Pvt. Ltd	New Delhi
3.	Microeconomics,	Paul A. Samuelson and William D. Nordhaus	McGrawhill International Ed	New York
4.	First Principles of Economics,	Richard G. Lipsey, Colin Harbury:	George Weidenfeld and Nicolon Ltd,	London
5.	Consumer Behaviour and Managerial Decision Making,	Frank R. Kardes: Pearson,	Prentice Hall,	New Delhi
6.	, Microeconomics	R. Glenn Hubbard, Anthony Patrick O.	Pearson, Prentice Hall,	New Delhi

		Brien		
7.	Microeconomics: Principles, Application and Tools	O’Sullivan, Sheffrin, Perez	Pearson, Prentice Hall,	New Delhi
8.	Priniples of Economics	Karl E. Case, Ray C.Fair,	Pearson,Prentice Hall	New Delhi

Suggested References
Web Reference

Sr. No	Lectures	Films	PPTs	Articles
1	https://www.youtube.com/watch?v=oA8kL7OD74o	https://www.economicsonline.co.uk/Business_economics/Perfect_competition.html	https://www.slideshare.net/zeeshan_younas35/perfect-and-imperfect-market-competition-76374490	http://www.scielo.br/scielo.php?script=sci_arttext&pid=S1413-70542016000300337
2	https://www.economicshelp.org/blog/311/markets/monopolistic-competition/	https://www.youtube.com/watch?v=TTJ4kFX6uRM	https://slideplayer.com/slide/6410262/	http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875
3	http://www.economicdiscussion.net/price/factor-pricing-concept-and-theories/3875	https://www.youtube.com/watch?v=66fKCrsl_e_8 https://www.youtube.com/watch?v=qXmGnQ0WzPM	http://delhi.gov.in/wps/wcm/connect/40fd320047adb2d2aa2fff3f47d42062/economics-Rands.pps?MOD=AJPERES&lmod=-277090329	https://www.investopedia.com/ask/answers/032515/what-difference-between-perfect-and-imperfect-competition.asp

Syllabus for B. Com. Semester: - II

Subject Name: - Business Mathematics and Statistics - II

Course code: - 124 (A)

Depth of the program – Basic Knowledge of Mathematics and Statistics

Objective of the Program

1. To introduce the basic concepts in Finance and Business Mathematics and Statistics
2. To familiar the students with applications of Statistics and Mathematics in Business
3. To acquaint students with some basic concepts in Statistics.
4. To learn some elementary statistical methods for analysis of data.
5. The main outcome of this course is that the students are able to analyze the data by using some elementary statistical methods

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Matrices and Determinants (up to order 3 only)	Definition of a Matrix, Types of Matrices, Algebra of Matrices, Determinants, Adjoint of a Matrix, Inverse of a Matrix via Adjoint Matrix, Homogeneous System of Linear equations, Condition for Consistency of homogeneous system, Solution of Non-homogeneous System of Linear equations (not more than three variables), Applications in Business and Economics, Examples and Problems.	<ol style="list-style-type: none"> 1. To understand the concept of matrices and determinants. 2. To understand the application of determinant in solving linear equations 3. To understand applications of matrices and determinants in business and economics.
2	Linear Programming Problems (LPP) (for two variables only)	Definition and terms in a LPP, formulation of LPP, Solution by Graphical method, Examples and Problems	<ol style="list-style-type: none"> 1. To understand the concept of LPP and its application in business and decision making. 2. To understand graphical method to solve business optimization problems with two variables.
3	Correlation and Regression	Concept and types of correlation, Scatter diagram, Interpretation with respect to magnitude and direction of relationship. Karl Pearson's coefficient of correlation for ungrouped data. Spearman's rank correlation coefficient. (with tie and without tie) Concept of regression, Lines of regression for ungrouped data, predictions using lines of regression. Regression coefficients and their properties (without proof). Examples and problems.	<ol style="list-style-type: none"> 1. To use correlation for knowing the relationship between two variables. 2. To use regression for prediction

4	Index numbers	Concept of index number, price index number, price relatives. Problems in construction of index number. Construction of price index number: Weighted index Number, Laspeyre's, Paasche's and Fisher's method. Cost of living / Consumer price index number: Definition, problems in construction of index number. Methods of construction: Family budget and aggregate expenditure. Inflation, Uses of index numbers, commonly used index numbers. Examples and problems.	<ol style="list-style-type: none"> 1. To know different types index numbers and problems in their construction. 2. To know the applications of various index numbers.
---	----------------------	---	---

Teaching methodology

Topic No.	Total Lectures	Innovative methods to be used	Expected Outcome
1	12	ICT	Students will be able to apply the theory of matrices to solve business and economic problems.
2	12	ICT	Students will be able represent business and economic optimization problems involving two variables as LPP and solve those problems using graphical method
3	16	ICT	<p>Students will able to predict the type of relationship between bivariate data.</p> <p>Students will be able predict the value of unknown from give bivariate data.</p>
4	08	ICT	<p>Students will be able compute different index numbers.</p> <p>Students will be able to compute cost of living.</p>

References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1.	Practical Business Mathematics	S. A. Bari	New Literature Publishing Company	New Delhi
2.	Mathematics for Commerce	K. Selvakumar	Notion Press	Chennai
3.	Business Mathematics with Applications	Dinesh Khattar & S. R. Arora	S. Chand Publishing	New Delhi
4.	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McFraw Hill	New Delhi
5.	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd	New Delhi
6.	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing	New Delhi
7.	Mathematics for Economics and Finance: Methods and Modeling	Martin Anthony and Norman Biggs	Cambridge University Press	Cambridge
8.	Financial Mathematics and Its Applications	Ahmad Nazri Wahidudin	Ventus Publishing ApS	Denmark
9.	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
10.	Statistical Methods	Gupta S. P.:	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
11.	Applied Statistics	Mukhopadhyaya Parimal	New Central Book Agency Pvt. Ltd.	Calcutta.
12.	Fundamentals of Statistics	Goon A. M., Gupta, M. K. and Dasgupta, B.	World Press	Calcutta.

13.	Fundamentals of Applied Statistics	Gupta S. C. and Kapoor V. K.,	Sultan Chand and Sons	23, Daryaganj, New Delhi 110002
-----	---	--	------------------------------	--

Suggested references
Web reference for Semester I & II

1. www.freestatistics.tk(National Statistical Agencies)
2. www.psychstat.smsu.edu/sbk00.htm(Onlinebook)
3. www.bmj.bmjournals.com/collections/statsbk/index.shtml
4. www.statweb.calpoly.edu/bchance/stat-stuff.html
5. www.amstat.org/publications/jse/jse-data-archive.html(International journal on teaching and learning of statistics)
6. www.amstat.org/publications/chance(Chancemagazine)
7. www.statsci.org/datasets.html(Datasets)
8. www.math.uah.edu/stat(Virtual laboratories in Statistics)
9. www.amstat.org/publications/stats(STATS : the magazine for students of Statistics)
10. www.stat.ucla.edu/cases(Case studies in Statistics).
11. www.statsoft.com
12. www.statistics.com
13. www.indiastat.com
14. www.unstat.un.org
15. www.stat.stanford.edu
16. www.statpages.net
17. www.wto.org
18. www.censusindia.gov.in
19. www.mospi.nic.in
20. www.statisticsofindia.in

Revised syllabi (2019 Pattern) for three years B.Com. Degree course (CBCS)

Semester : - II

Subject : - Organizational Skill Development- II

Course Code - 125 (A)

Objectives of the course

1. To imbibe among the students the qualities of a good manager and develop the necessary skill sets
2. To develop the technical skills of the students to keep up with the technological advancements and digitalization
3. To develop the communication skills of students and introducing them to the latest tools in communication
4. To develop writing, presentation, interpersonal skills of the students for effective formal corporate reporting.
5. To educate the students on the recent trends in communication technology and tools of office automation

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose Skills to be developed
1	Office Manager	<ol style="list-style-type: none">a. Qualities of office manager, skills of office manager - Interpersonal skills, Presentation skills, thinking and Negotiation skills ,Duties and Responsibilities of office managerb. Goal Setting:- Concept, Importance of goals, SMART(Specific, Measurable, Achievable, Realistic and Time Bound)c. Time Management :- Meaning, Techniques, Principles and Significance	<ol style="list-style-type: none">1. Developing the necessary set of managerial skills2. Developing Goal setting and Time management skills in all areas of life
2	Management Reporting (Office Reports)	<ol style="list-style-type: none">a. Meaning, Purpose or Objectives and Classification of Report, Principles of preparation of report, qualities of good report, steps in report presentation, evaluating the report , follow up of reportsb. Office Communication :- Meaning, Significance, Barriers and Recent trends in Communication such as	<ol style="list-style-type: none">1. Enhancing the communication skills2. Developing report writing skills for formal reporting3. Usability of latest Communication Media

		E-mail, Video Conferencing, Tele- Conferencing, Internet, Intranet , WWW, etc.,	
3	Work Measurement and standardization of office work	<p>a. Definition, Objects, Importance, steps in work measurement, techniques of work measurement - Time study and Motion study</p> <p>b. Standardization of office work:- Meaning, objects, areas of standardization, types of standards, methods of setting standards, advantages and limitations of standardization</p>	<ol style="list-style-type: none"> 1. Conceptual Clarity on the concept of need and importance of work measurement 2. Developing Technical and analytical skills for performance measurement. 3. Skills to develop ideal standards at work place.
4	Office Automation	Objects of Mechanization, Advantages of Mechanization, Factors in selecting office machines, Leasing versus Purchasing Office equipment , Types of modern Office Machines	<ol style="list-style-type: none"> 1. Enhancement of Technical knowledge and developing technical skills to adapt to the technical advancements 2. Critical thinking skills and technical skills to overcome the problem of choice among options

Teaching Methodology

Topic No.	Total Lectures	Innovative methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	12	Power Point Presentation SMART Goal Setting activity for oneself for 3 yrs Role plays	TV shows on Management	Self SMART Goal Setting Report in Detail for 3 years	Conceptual Clarity Goal Setting and Goal Measurement, Enhancing the Time Management Skills
2	12	Power Point Presentation Online Videos ,Use of Latest communication Media Live in Class Rooms	Use of Latest Communication Technology and Communication Applications	Report writing on Recent trends in Communication	Enhancing Communication Skills ,Usability of latest communication media
3	12	Guest Lectures by Experts			Development Technical and analytical skills
4	12	PPT , Educational Videos	Online Videos	Report on various office automation tools	Development of Technical skills

References :

List of Books Recommended :

1. **Modern Office Management – By Mills, Geoffrey**
2. **Office Management – By Dr. R.K. Chopra , Priyanka Gauri**
3. **Office Management – By R.S.N. Pillai**
4. **Office Management – By K.L.Maheshwari , R.K . Maheshwari**
5. **Modern Office Management : Principles and Techniques – By J.N.Jian , P.P.Singh**

F.Y B.Com.

Revised syllabi (2019 Pattern) for three years B.com Degree course (CBCS)

FY B Com Semester : II

Course Code - 126 (C)

Subject : Marketing and Salesmanship- Fundamental of Marketing- II

1. Objective of the Course

1. To introduce the concept of Salesmanship.
2. To give insight about various techniques required for the salesman.
3. To inculcate the importance of Rural Marketing.
4. To acquaint the students with recent trends in marketing and social media marketing.

Depth of the Program - Fundamental Knowledge

Objectives of the Program

1. To help the students to prepare themselves for opportunities in marketing field.
2. To study elaborately the process of salesmanship.
3. To know about Rural Marketing which is an important sector in modern competitive Indian Scenario.
4. To educate the students about the sources and relevance of Recent trends in Marketing.

UNIT NO.	UNIT TITLE	CONTENTS	PURPOSE SKILLS TO BE DEVELOPED
1	Salesmanship	1.1 Meaning and Definition of Salesmanship 1.2 Features of Salesmanship 1.3 Scope of Salesmanship 1.4 Modern Concept of Salesmanship 1.5 Utility of Salesmanship 1.6 Elements of Salesmanship 1.7 Salesmanship : Arts or Science	Students will get the knowledge of Salesmanship and various approaches.

		<p>1.8 Salesmanship – a Profession</p> <p>1.9 Qualities of Salesman</p>	
2	Process of Selling	<p>2.1 Psychology of Salesmanship – Attracting Attention, Awakening Interest, Creating Desire and Action</p> <p>2.2 Stages in Process of Selling –</p> <ul style="list-style-type: none"> (i) Pre-Sale Preparations (ii) Prospecting (iii) Pre-Approach (iv) Approach (v) Sales Presentation (vi) Handling of Objections (vii) Close (viii) After Sales Follow-up 	Techniques of salesmanship skills will be developed.
3	Rural Marketing	<p>3.1 Rural Marketing</p> <ul style="list-style-type: none"> 3.1.1 Introduction 3.1.2 Definition of Rural Marketing 3.1.3 Features of Rural Marketing 3.1.4 Importance of Rural Marketing 3.1.5 Present Scenario of Rural Market 3.1.6 Challenges and Opportunities in Rural Marketing 	Awareness and importance of Rural Marketing amongst students.
4	Recent Trends in Marketing	<p>4.1 Digital Marketing</p> <p>4.2 Green Marketing</p> <p>4.3 Niche Marketing</p> <p>4.4 E-marketing</p> <p>4.5 Social Media Marketing- Challenges and Opportunities</p>	Skills of Modern Marketing will be developed.

Teaching Methodology

Topic No.	Total Lectures	Innovative Methods to be used	Film shows and AV Applications	Project	Expected Outcome
1	14	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film AV Application		Students will get knowledge of the basics of salesmanship which is a vital aspect of marketing.
2	14	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film AV Application		It will help the students to implement this knowledge in practicality by enhancing their skills in the field of marketing by using various techniques of salesmanship.
3	12	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	AV Application		It will help the students to gain insights about Rural Marketing and its uniqueness.
4	08	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Short Film, AV Application Use of You Tube		It will help the students to gain the insights about recent trends in marketing field.

Methods of Evaluation

Subject	Internal Evaluation	External Evaluation	Suggested Add on Course
Unit - I	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Marketing Management Course
Unit - II	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Sales Marketing Management
Unit - III	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Rural Marketing Online Course
Unit - IV	Class Test, Group Discussion, Presentation, Case Study, Home Assignment	Written Examination	Online Marketing Course

References

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Marketing Management	Philip Kotler	Pearson Publication	
2	Marketing Management	Rajan Saxena	McGraw Hill Education	
3	Principles of Marketing	Philip Kotler & Gary Armstrong	Pearson Publication	
4	Sales & Distribution Management	Tapan K Panda	Oxford Publication	
5	Advertising Management	Rajiv Batra	Pearson Publication	
6	Retail Management	Swapna Pradhan	McGraw Hill Publication	
7	Retail Management	Gibson Vedamani	Jayco Publication	
8	Marketing Management	V. S. Ramaswamy & S. Namakumari	Macmillan Publication	
9	Supply Chain Management	Sunil Chopra, Peter Meindl & D. V. Karla	Pearson Publication	

F. Y. B. Com Compulsory English
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

Prescribed Text: *Success Avenue* (Board of Editors- Orient Blackswan)

Objectives:

- a) To offer relevant and practically helpful pieces of prose and poetry to students so that they not only get to know the beauty and communicative power of English but also its practical application
- b) To expose students to a variety of topics that dominate the contemporary socio-economic and cultural life
- c) To develop oral and written communication skills of the students so that their employability enhances
- d) To develop overall linguistic competence and communicative skills of students

Semester- I

Prose

Unit-1- The Beggar- Anton Chekhov

Unit-II- Black Money and the Black Economy- C. Rammanohar Reddy

Unit-III- The Nightingale and the Rose- Oscar Wilde

Unit-IV- Muhammad Yunus: An Economics for Peace- Farida Khan

Poetry

Unit-V- Up-Hill- Christina Rossetti

Unit-VI- Stay Calm- Grenville Kleiser

Communication and Life Skills

Unit-VII- Meeting and Greeting People and Dialogue Writing

Unit-VIII- Group Discussions, Interview and Interviewing Skills

Unit-IX- Presentation Skills

Semester- II

Prose

Unit-I - Indra Nooyi: A Corporate Giant- Indra Krishnamurty Nooyi

Unit-II- Appro JRD- Sudha Murthy

Unit-III- Fur- Saki

Unit-IV- After Twenty Years- O' Henry

Poetry

Unit-V - O Captain! My Captain- Walt Whitman

Unit-VI - The Prayer for My Daughter- W. B. Yeats

Communication and Life Skills

Unit-VII- Letter Writing, Report Writing and Blog Writing

Unit-VIII- Resume Writing and E-Mails

Unit-IX- Non-Verbal Communication

As indicated in the CBCS (Choice Based Credit System) Restructured Programme of Savitribai Phule Pune University at undergraduate level to be introduced from the academic year 2019-20, this subject (Compulsory English), like other subjects under B. Com. Degree Course, shall have 70+30 pattern. There will be written examination of 70 marks of 3 hrs duration for this subject at the end of each semester. The class work (internal evaluation) shall carry 30 marks. Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

**Question Paper Format (Semester-I End Exam)
(From June 2019-20)**

Textbook: *Success Avenue*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Prose Unit I, II & III)
- Q. 2) Attempt any **three out of five** - 15 Marks
(2 Questions on Prose Unit IV & 3 Questions on Poetry Unit V & VI)
- Q. 3) Attempt any **two out of four** - 20 Marks
(2 Questions on Meeting & Greeting People & Dialogue Writing and 2 Questions on Group Discussion,)
- Q. 4) Attempt any **four out of six** -20Marks
(3 Questions on Interview & Interview Skills and 3 Questions on Presentation Skills)

**Question Paper Format (Semester II End Exam)
(From June 2019-20)**

Textbook: *Success Avenue*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Prose Unit I, II & III)
- Q. 2) Attempt any **three out of five** - 15 Marks
(2 Questions on Prose Unit IV & 3 Questions on Poetry Unit V & VI)
- Q. 3) Attempt any **two out of four** - 20 Marks
(1 Question each on Letter Writing, Report Writing, Blog Writing & Resume Writing)
- Q. 4) Attempt any **four out of six** -20Marks
(3 Questions each on E-mail Writing & Non-verbal Communication)

**Internal Evaluation- Total- 30 Marks
(Applicable to both Semester I & II)**

- 1)Written Test (on prescribed texts)- **20 Marks**
2)Project/Group Discussion/Tutorial/Home
Assignment/Seminar/Participation in A Classroom Activity- **10 Marks**

F. Y. B. Com (Additional English)
(w. e. f. 2019-2020)
(Choice Based Credit System)
70:30-Pattern
(70-Semester-End Exam & 30-Internal Evaluation)

**Prescribed Text: *Pearls of Wisdom* (Board of Editors-Orient
Blackswan)**

Objectives

- a) To expose students to a good blend of old and new literary extracts having various themes that are entertaining, enlightening and informative so that they realize the beauty and communicative power of English
- b) To make students aware of the cultural values and the major problems in the world today
- c) To develop literary sensibilities and communicative abilities among students

Term-I

Unit-I

1. The Sporting Spirit – George Orwell
2. The World Is Too Much With Us – William Wordsworth

Unit-II

1. Do Insects Think? - Robert Benchley
2. The Fortune Teller - Joseph Furtado

Unit-III

1. Good Manners – J.C Hill
2. Where the Mind is Without Fear - Rabindranath Tagore

Unit-IV

1. My Financial Career-Stephen Leacock
2. I Sit and Look Out - Walt Whitman

Term-II

Unit-I

1. Playing the English Gentleman - M.K Gandhi
2. All the World's a Stage - William Shakespeare

Unit-II

1. How Wealth Accumulates and Men Decay – G.B Shaw
2. My Grandmother's House- Kamala Das

Unit-III

1. What Men Live By? - Leo Tolstoy
2. Laugh and be Merry - John Masefield

Unit-IV

1. The Pleasures of Ignorance – Robert Lynd
2. To Daffodils- Robert Herrick

As indicated in the CBCS (Choice Based Credit System) Restructured Programme of Savitribai Phule Pune University at undergraduate level to be introduced from the academic year 2019-20, this subject (Compulsory English), like other subjects under B. Com. Degree Course, shall have 70+ 30 pattern. There will be written examination of 70 marks of 3 hrs duration for this subject at the end of each semester. The class work (internal evaluation) shall carry 30 marks. Each semester shall have 3 credits for teaching. Each credit is equal to 15 hours so this course shall have 45 teaching hours. In addition to that there shall be three hours allotted to internal evaluation. Changes as per the university guidelines shall be communicated from time to time.

**Question Paper Format (Semester I End Exam)
(From June 2019-20)**

Textbook: *Pearls of Wisdom*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Unit I)
- Q. 2) Attempt any **three out of five** - 15 Marks
(Questions on II)
- Q. 3) Attempt any **two out of four** - 20 Marks
(Questions on Unit III)
- Q. 4) Attempt any **four out of six** -20Marks
(Questions on Unit IV)

**Question Paper Format (Semester II End Exam)
(From June 2019-20)**

Textbook: *Pearls of Wisdom*

Time: Three Hours

Total Marks: 70

- Q. 1) Attempt any **three out of five** - 15 Marks
(Questions on Unit I)
- Q. 2) Attempt any **three out of five** - 15 Marks
(Questions on II)
- Q. 3) Attempt any **two out of four** - 20 Marks
(Questions on Unit III)
- Q. 4) Attempt any **four out of six** -20Marks
(Questions on Unit IV)

**Internal Evaluation- Total- 30 Marks
(Applicable to both Semester I & II)**

- 1)Written Test (on prescribed texts)- **20 Marks**
- 2)Project/Group Discussion/Tutorial/Home
Assignment/Seminar/Participation in A Classroom Activity- **10 Marks**



सावित्रीबाई फुले पुणे विद्यापीठ, पुणे

प्रथम वर्ष वाणिज्य (मराठी)

F. Y. B. Com. (मराठी)

मराठी विषयाचा पुनर्रचित अभ्यासक्रम- जून २०१९ पासून

निवड आधारित श्रेयांक पद्धत

Choice Based Credit System [CBCS]

सत्र	विषयाचे नाव
पहिले	भाषा, साहित्य आणि कौशल्यविकास [११७] (Ability Enhancement Course)
दुसरे	भाषा आणि कौशल्यविकास [११७] (Ability Enhancement Course)

पहिले सत्र

विषयाचे नाव – भाषा, साहित्य आणि कौशल्यविकास [११७] (Ability Enhancement Course)

अभ्यासक्रमाची उद्दिष्टे -

१. विविध क्षेत्रातील भाषा व्यवहाराचे स्वरूप व गरज समजावून देणे.
२. या व्यवहार क्षेत्रातील मराठी भाषेचे स्थान स्पष्ट करणे व त्यातील मराठीच्या प्रत्यक्ष वापराचा अभ्यास करणे.
३. विविध क्षेत्रीय मराठी भाषेच्या वापराची कौशल्ये विकसित करणे.
४. विविध लेखनप्रकारांचा अभ्यास व प्रत्यक्ष लेखनाची कौशल्ये वापरण्यास सक्षम करणे.
५. विविध क्षेत्रातील कर्तृत्ववान व्यक्तींच्या कार्याची व विचारांची ओळख करून देणे.
६. विद्यार्थ्यांमध्ये नैतिक, व्यावसायिक व वैचारिक मूल्यांची जोपासना करणे.

घटक	तपशील	श्रेयांक	तासिका
१	निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक	१	१५
२	अभ्यासपुस्तक : उत्कर्षवाटा शब्दालय प्रकाशन, श्रीरामपूर संपादक : प्रा. डॉ. शिरीष लांडगे, प्रा. डॉ. तुकाराम रोंगटे, प्रा. डॉ. राजेंद्र सांगळे	२	३०

दुसरे सत्र

विषयाचे नाव – भाषा आणि कौशल्यविकास [११७]
(Ability Enhancement Course)

घटक	तपशील	श्रेयांक	तासिका
१	<p>अर्जलेखन व पत्रलेखन :</p> <p>१. अर्जलेखन : अर्जांचे विविध नमुने - विनंती अर्ज, नोकरीसाठी अर्ज, माहितीच्या अधिकारातील अर्ज, संगणकीय अर्जलेखन-युनिकोडमधून मायक्रोसॉफ्ट वर्डमध्ये अर्ज.</p> <p>२. पत्रलेखन : खासगी पत्रव्यवहार, प्रशासनिक पत्रव्यवहार, व्यावसायिक पत्रव्यवहार, इ-मेल.</p>	१	१५
२	<p>प्रशासनिक मराठी :</p> <p>१. इतिवृत्त लेखन</p> <p>२. माहितीपत्रक</p> <p>३. जाहीर निवेदन</p> <p>४. वाणिज्य व माहिती तंत्रज्ञानविषयक पारिभाषिक संज्ञा</p>	१	१५
३	<p>प्रगत भाषिक कौशल्ये :</p> <p>१. सारांशलेखन</p> <p>२. भाषांतर- (इंग्लिश - मराठी)</p> <p>जाहिरातलेखन :</p> <p>१. आकाशवाणी</p> <p>२. वृत्तपत्र</p> <p>३. दूरचित्रवाणी</p>	१	१५

संदर्भ ग्रंथ -

१. व्यावहारिक मराठी - पुणे विद्यापीठ प्रकाशन.
२. व्यावहारिक मराठी - डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, निराली प्रकाशन, पुणे.
३. व्यावहारिक मराठी - संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे.
४. व्यावहारिक मराठी - डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, स्नेहवर्धन प्रकाशन
५. व्यावहारिक मराठी - डॉ. सयाजीराजे मोकाशी, प्रा. रंजना नेमाडे
६. व्यावहारिक मराठी - डॉ. ल. रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
७. प्रसारमाध्यमांसाठी लेखन कौशल्ये - य.च.म.मुक्त विद्यापीठ, नाशिक.
८. कहाणी वर्तमानपत्राची-चंचल सरकार, अनुवाद - दिनकर गांगल, नॅशनल बुक ट्रस्ट.
९. द्विभाषी व्यावहारिक शब्दकोश (इंग्लिश - मराठी) - गणेश ओतुरकर
१०. प्रसारमाध्यमे आणि मराठी भाषा - संपादक डॉ. भास्कर शेळके.
११. व्यावहारिक मराठी भाषा - शरदिनी मोहिते
१२. भाषांतर मीमांसा - डॉ. कल्याण काळे
१३. भाषांतर चिकित्सा - डॉ. मधुकर मोकाशी
१४. व्यावहारिक , उपयोजित मराठी आणि प्रसारमाध्यमे - संपा. डॉ. संदीप सांगळे
१५. व्यावहारिक आणि उपयोजित मराठी - डॉ. मनोहर रोकडे
१६. मराठी भाषा उपयोजन आणि सर्जन - प्रा. सुहासकुमार बोबडे
१७. पारिभाषिक संज्ञा कोश (इंग्लिश -मराठी)- डॉ. स्नेहल तावरे.
१८. उपयोजित मराठी- डॉ. केतकी मोडक, प्रा. सुजाता शेणई ,संतोष शेणई
१९. व्यावहारिक मराठी - प्रकाश परब
२०. जाहिरातशास्त्र - डॉ. वंदना खेडीकर
२१. निबंध : शास्त्र व कला - डॉ. प्र. न. जोशी
२२. निबंध व लेखन - निर्मला किराणे.

प्रश्नपत्रिकेचे स्वरूप : पहिले आणि दुसरे सत्र

पहिले सत्र		
विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास		गुण : ७०
प्रश्न क्रमांक	घटकनिहाय प्रश्न तपशील	गुण
प्रश्न १ ला	निबंध लेखन- वैचारिक, ललित आणि वाणिज्य विषयक (३०० शब्दांपर्यंत) (घटक १)	१५
प्रश्न २ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी ५० शब्दांपर्यंत (घटक २)	१५
प्रश्न ३ रा	४ पैकी २ प्रश्नांची उत्तरे प्रत्येकी १५० शब्दांपर्यंत (घटक २)	२०
प्रश्न ४ था	२ पैकी १ प्रश्नाचे उत्तर प्रत्येकी ३०० शब्दांपर्यंत (घटक २)	२०
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
लेखी परीक्षा (घटक २)		१५
प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक २)		१५
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००
दुसरे सत्र		
विद्यापीठ सत्र परीक्षा		
वेळ : ३ तास		गुण : ७०
प्रश्न क्रमांक	घटकनिहाय प्रश्न तपशील	गुण
प्रश्न १ ला	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)	२०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक १)	
प्रश्न २ रा	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)	२०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक २)	
प्रश्न ३ रा	अ. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)	३०
	ब. २ पैकी १ प्रश्नाचे उत्तर लिहिणे. (घटक ३)	
सत्र परीक्षा एकूण गुण		७०
अंतर्गत मूल्यमापन		
प्रश्नमंजुषा / सादरीकरण / प्रकल्प / गृहपाठ (घटक १)		१५
लेखी परीक्षा (घटक २ आणि ३)		१५
सत्र परीक्षा आणि अंतर्गत मूल्यमापन एकूण गुण		१००

**Value added course for F.Y.B. Com. Under Choice Based Credit System
w.e.f. academic year 2019-20**

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20.

Students need to earn two credits during first and second semester through completion of two value added courses, i.e. one course for each semester.

Guidelines for value added courses :

1. One value added course each is to be conducted for semester – I and semester – II.
2. Completion of the course is compulsory.
3. Each course will be of 15 (Fifteen) hours and of 30 marks.
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; **however, the evaluation must be carried out by the college.**
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The credits earned by the students need to be shown in the semester end mark sheet.
7. The evaluation of value added courses may be conducted by adopting any of the following method, suitable to the course:-
 - a. Written test (Objective or descriptive)
 - b. Practical examination
 - c. Laboratory work
 - d. Project
 - e. Presentations
8. **A list of five value added courses is given below; colleges need to choose any two courses; each for a semester.**

Course No. 1 – Computerised Accounting

Objectives of the course:

The course has been designed to acquaint students with the computerized accounting practices used in the industry. Practical knowledge about accounting software will be provided to the students' along with hands on experience in the computer laboratories. The course aims at enhancing skills and employability of students. This course is an extension of the existing curriculum of Financial Accounting.

Course Contents:

- Tally Fundamentals
- Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter
- Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note
- Data Export / Import,
- Finalization Adjustment entries
- Inventory Masters – Stock Groups, Unit of Measure, Godowns, Stock Items – Create, Display, Alter
- Invoicing – Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode – Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
- Bank Reconciliation,
- Data Backup/Restore

Methods of Instruction

- Lecture
- Guest speakers
- Written assignments
- Laboratory practical

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 2 – Employability Skill Enhancement Programme

Objectives of the course:

This programme is designed to aid candidates in their preparation for recruitment through campus or outside campus. The course will enable students to be a better professional through effective communication.. Students will learn skills to present themselves in an effective manner while facing interviews or similar test for placements.

Course Contents:

- Basic Communication Skills
- Reasoning Ability
- Verbal Ability
- Personal Grooming
- Personality Development
- CV Writing Skills
- Interview Techniques

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 3 – Gender Sensitivity

Objectives of the course:

The course is designed to sensitize the students regarding the issues of gender and the gender inequalities prevalent in society. It aims at raising and developing social consciousness among the students. Students are expected to initiate the gender perspective in all the issues of their daily life. The course will develop capacity building among the students to enable them to engage in policy decisions to remove gender biases in all fields of life in the process of gender equality for nation building.

Course Contents:

1. Gender Inequality and its Impact on Men and Women

- a. Understanding the Notion of Citizenship
- b. Violation of Women's Rights as Citizens and Individuals
- c. Nature of Gender Inequalities
- d. Access to and Control over Resources and Positions of Power

2. Understanding patriarchy

- a. Biological Sex and Socially Constructed Gender
- b. Femininity and Masculinity,
- c. Gender Stereotypes and their Impact; Breaking the Stereotypes
- d. Gender Equality as Liberation of Men as well as Women

3. Contributing to Prevention of Sexual Harassment

- a. What is and is not Sexual Harassment
- b. Legal Provisions about prevention of Sexual Harassment
- c. Preconditions for Effective Working of Sexual Harassment Complaints Committees
- d. Role of men in prevention of sexual harassment at workplace
- e. Gender sensitive language, work culture and workplace

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 4 – Intellectual Property Rights Laws

Objectives of the course:

The course is designed to create awareness about the laws relating to intellectual property rights. It aims at providing knowledge about the framework of intellectual property rights. Students will be able to understand various types of intellectual properties, its implications and significance. The case studies will help students understand practical side of intellectual property rights laws.

Course Contents ;-

- Intellectual Property Rights in India: Overview,
- Patents, Copyrights, Related Rights, Trademarks, Geographical Indications, Industrial Designs, New Patent Varieties, Unfair Competition
- Basic knowledge on the various branches of Intellectual Property Law
- holistic understanding of the legalities of Intellectual Property Rights
- Contemporary issues in Intellectual Property Laws
- Filings for Intellectual Property registration
- Steps of development of Intellectual Property

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 5 – Value Education

Objectives of the course:

The course is designed to inculcate the values which are an utmost need of the hour to overcome various challenges. The students will learn to adopt and implement the suitable values at appropriate time, understand various challenges in value adoption in this contemporary world, use the 'Reflection method' to explore values from inside out.

The course is expected to acquaint students with the core values such as physical, mental and spiritual aspects of personality, developing respect for the dignity of individual and the society, inculcation of spirit of patriotism and national integrity and developing tolerance towards understanding of different religious faiths as well. The course will help students to be a better human being and a strong pillar of society.

Course Contents ;-

1. Values for excellence in life :

Developing Values, Personal Values, Family Values, Professional Values.

2. Life Skills :

Motivational Skills, Communication Skills, Life style modification, Accessibility and Addiction, Environmental Awareness.

3. Spiritual Education :

Different schools of meditation, exploring the self, universal concept of the supreme, changing the belief system, Self Esteem, Stress free living.

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Revised Syllabi for Three - Year Integrated B.Com. Degree course (From June 2013)

1) INTRODUCTION

The revised syllabi for B.Com Degree Course will be introduced in the following order.

- | | | |
|-------------|--------------------|-----------|
| i) | First Year B.Com. | 2013-2014 |
| ii) | Second Year B.Com. | 2014-2015 |
| iii) | Third Year B.Com. | 2015-2016 |

The B.Com. Degree Course (Revised Structure) will consist of three Years. The first year annual examination will be held at the end of the first year. The Second Year annual examination will be held at the end of the second year. The Third annual examination shall be held at the end of the third year.

2) ELIGIBILITY

1. No Candidates shall be admitted to enter the First Year of the B.Com. Degree Course (Revised Structure) unless he/she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board of Higher Secondary Education Board or equivalent or University with English as a passing subject.
2. No candidate shall be admitted to the annual examination of the First year B.Com. (Revised Structure) unless he/ she has satisfactorily kept two terms for the course at the college at the college affiliated to this University.
3. No candidate shall be admitted to the annual examination of the Second Year unless he/she has kept two terms satisfactorily for the course at the college affiliated to this University.
4. No candidate shall be admitted to the Third year of the B.Com. Degree Course (Revised Structure) unless he/she has passed in all the papers at the First Year B.Com. Examination and has passed in all the papers at the first Year B.Com. Examination and has satisfactorily kept terms for the second year and also two terms for the third year of B.Com. satisfactorily in a college affiliated to this University.

3) A.T.K.T. Rules :

As far as A.T.K.T. is concerned, a student who fails in two theories and one practical head of passing at F.Y.B.Com may be admitted to S.Y.B.Com. likewise a student who fails in the two theory and one practical head of passing at S.Y.B.Com may be admitted to T.Y.B.Com. But a student passing S.Y.B.Com but fails in any subject at F.Y.B.Com cannot be admitted to T.Y.B.Com.

4) (A) Revised Structure of B.Com. Course.

F.Y.B.Com. w.e.f. 2013-14	
Sr. No.	Compulsory / Main Subjects
101	Compulsory English
102	Financial Accounting
103	Business Economics (Micro)
104 (A)	Business Mathematics and Statistics
	or
104 (B)	Computer Concepts and Applications
105	Optional Group (Any one of the following) a) Organizational Skill Development. b) Banking & Finance c) Commercial Geography d) Defense Organization and Management in India e) Co-Operation. f) Managerial Economics
106	Optional Group (Any one of the following) a) Essentials of E-Commerce b) Insurance & Transport c) Marketing & Salesmanship d) Consumer Protection & Business Ethics. e) Business Environment & Entrepreneurship f) Foundation Course in Commerce
107	(Any one of the language from the following groups) Modern Indian Languages (M.I.L.) :- Compulsory English / Marathi / Hindi / Gujarathi / Sindhi / Urdu / Persian. Modern European Languages (M.E.L.) :- French / German. Ancient Indian Languages (A.I.L.) :- Sanskrit. Arabic.

S.Y.B.Com. w.e.f. 2014-15	
Sr. No.	Compulsory / Main Subjects
201	Business Communication.
202	Corporate Accounting.
203	Business Economics (Macro)
204	Business Management
205	Elements of Company Law
206	Special Subject – Paper I (Any one of the following) a) Business Administration b) Banking & Finance.

	<ul style="list-style-type: none"> c) Business Laws & Practices. d) Co-operation & Rural Development. e) Cost & Works Accounting. f) Business Statistics. g) Business Entrepreneurship. h) Marketing Management. i) Agricultural & Industrial Economics. j) Defense Budgeting, Finance & Management. k) Insurance, Transport & Tourism. l) Computer Programming and Applications.
--	---

T.Y. B.Com. w.e.f. 2015-16	
Sr. No.	Compulsory / Main Subjects
301	Business Regulatory Framework (Mercantile Law)
302	Advanced Accounting.
303 (A)	Indian & Global Economic Development
	Or
303 (B)	International Economics
304	Auditing & Taxation
305	<p>Special Subject – Paper II (Same special subject offered at S.Y. B.Com.)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking & Finance. c) Business Laws & Practices. d) Co-operation & Rural Development. e) Cost & Works Accounting. f) Business Statistics. g) Business Entrepreneurship. h) Marketing Management. i) Agricultural & Industrial Economics. j) Defense Budgeting, Finance & Management. k) Insurance, Transport & Tourism. l) Computer Programming and Applications.
306	<p>Special Subject – Paper III (Same special subject offered at S.Y. B.Com.)</p> <ul style="list-style-type: none"> a) Business Administration b) Banking & Finance. c) Business Laws & Practices. d) Co-operation & Rural Development. e) Cost & Works Accounting. f) Business Statistics. g) Business Entrepreneurship. h) Marketing Management. i) Agricultural & Industrial Economics. j) Defense Budgeting, Finance & Management. k) Insurance, Transport & Tourism. l) Computer Programming and Applications.

B) Subjects Carrying Practical's

There will be practical examination for the F.Y.B.Com. for the subject Financial Accounting. There will be practical and practical examinations for the special subjects at S.Y.B.Com. and T.Y.B.Com. levels. There will be Practical for the S.Y.B.Com level Compulsory subject Business Communication & for T.Y.B.Com Auditing & Taxation.

(C) A Student must offer the same Special Subject at T.Y.B.Com. which he has offered at S.Y.B.Com.

(D) In an exceptional cases, a student may change the subject chosen by him at second year during the first term of the third year provided he keeps the additional terms of the new subject at S.Y.B.Com.

4. EXTERNAL CANDIDATES

- 1) The student who has registered his name as the external student will appear at the annual examination.
- 2) The result of external student will be declared on the basis of Annual Examination of 80 marks for practical subjects by converting the same out of 100.
- 3) No foreign student shall be allowed to register as an External Student.

5. MEDIUM OF INSTRUCTION.

Medium of instruction for B.Com. degree course shall be either Marathi or English except languages.

The Medium of instructions for Business Communication (S.Y.B.Com) shall be English only.

6. WORKLOAD

The present norms of workload of lectures, tutorials and practicals per subject in respect of B.Com. Course shall continue.

7. UNIVERSITY TERMS

The dates for the commencement and conclusion of the first and the second terms shall be as determined by the University Authorities. The terms can be kept only by duly admitted students. The present relevant ordinances pertaining to grant of terms will be applicable.

8. VERIFICATION AND REVALUATION

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

9. EQUIVALENCE AND TRANSITORY PROVISION

The University will conduct examination of old course for next three academic years from the date of implementation of new course.

The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.

10. RESTRUCTURING OF COURSES

This new revised structure shall be made applicable to the colleges implementing 'Restructured Programme' at the undergraduate level from June, 2004. The existing pattern of 'C', 'D', and 'E' Components shall be continued.

The Colleges under the Restructured Programme which has revised their structure in the light of the "2008 Pattern" shall be introduced with effect from academic year 2010-11.

11. SETTING OF QUESTION PAPERS

1. A candidate shall have the option of answering the question in any of the subjects either in Marathi or English except in languages.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have combination of long and short answer type question. As far as possible short answer type questions should not exceed 15 to 20 percent.
5. There shall be no overall option in the question paper, instead, there shall be internal options (such as either/ or and three short answers out of five etc.).
6. In case of question paper under the Special Subject (Paper No. III) one question carrying 10 marks will be set on current knowledge in relating subject in the academic year.

T.Y. B.Com.
Compulsory Paper
Subject Name -: Business Regulatory Framework (Mercantile Law)
Course Code -: 301.

Objectives:-

1. To acquaint students with the basic concepts, terms & provisions of Mercantile and Business Laws.
2. To develop the awareness among the students regarding these laws affecting business, trade and commerce.

Term I

Unit No.	Topic	Lectures
1	Law of Contract - General Principles. (Indian Contract Act, 1872) <ul style="list-style-type: none"> • Definition, Concept and kinds of contract • Offer and Acceptance. • Capacity of parties. • Consideration. • Consent and free consent. • Legality of object and consideration. • Void Agreements. • Discharge of contract. • Breach of contract and remedies (Including damages, meaning, kinds and rules for ascertaining damages) 	20
2	Law of Partnerships: 2.1. Indian Partnership Act 1932: Partnership; Definition and Characteristics, Types of Partners, Rights, Duties and Liabilities of Partners, Dissolution of Partnership. 2.2. Limited Liability Partnership Act 2008: Limited Liability Partnership (LLP); Concept, Nature and Advantages, Difference between LLP and Partnership Firm, Difference between LLP and company, Partners and designated partners, Incorporation of LLP, Partners and their relations, Liability of LLP and Partners (Section 27). Financial Disclosure by LLP, Contributions (Section 32), Assignments and Transfer of Partnership Rights (Section 42) Conversation to LLP (Section 55), Winding-up and dissolution (Section 63 & 64)	04 05
3	Sale of Goods.(Sale of Goods Act,1930) Contract of sale-Concept and Essentials. Sale and agreement to sale. Goods-Concept and kinds. Conditions and warranties. (Definition, Distinction, implied conditions and warranties)Transfer by non-owners. Rights of Unpaid Seller and Remedial Measures.	14
4	E-Contracts (E-Transactions/E-Commerce.): <ul style="list-style-type: none"> • Significance of E-Transactions /E-Commerce. <ul style="list-style-type: none"> ▪ Nature. 	05

	<ul style="list-style-type: none"> ▪ Formation. ▪ Legality. ▪ Recognition. <p>(Chapter 4.Sec.11-13 of I T Act,2000 relating to attribution, acknowledgement, dispatch of E-Records)</p> <ul style="list-style-type: none"> • Digital Signatures –Meaning & functions, Digital Signature certificates [Sections 35-39] • Legal issues involved in E-Contracts. 	
Term II		
5	The Consumer Protection Act, 1986 <ul style="list-style-type: none"> • Salient features of the C.P. Act. • Definitions-Consumer, Complainant, Services, Defect & Deficiency, Complainant, unfair trade practice, restrictive trade practice. • Consumer Protection Councils. • Procedure to file complaint & Procedure to deal with complaint & Reliefs available to consumer.(Sec.12 to14) • Consumer Disputes Redressal Agencies. (Composition, Jurisdiction, Powers and Functions.) 	12
6	Intellectual Property Rights : (IPRs) <ul style="list-style-type: none"> • WIPO: Brief summary of objectives, organs, programmes& activities of WIPO.TRIPS: As an agreement to protect IPR-Objectives & categories of IPR covered by TRIPS. • Definition and conceptual understanding of following IPRs under the relevant Indian current statutes. • Patent: Definition & concept, Rights & obligation of Patentee, its term. • Copyright: Characteristics & subject matter of copyright, Author & his Rights, term. • Trademark: Characteristics, functions, illustrations, various marks, term, internet domain name- Rights of trademark holder. • Design: Importance, characteristics, Rights of design holder. • Geographical Indications, Confidential Information & Trade Secrets, Traditional knowledge—Meaning & scope of these IPRs. 	16
7	Negotiable Instruments Act, 1881: <ul style="list-style-type: none"> • Concept of Negotiable Instruments: Characteristics, Meaning Important relevant definitions under the Act • Definitions, Essentials of promissory note, bill of exchange and cheque. Distinction between these instruments. Crossing of cheques – It’s meaning and types. • Holder and holder in due course, Privileges of holder in due course. • Negotiation, endorsement, kinds of endorsement. • Liabilities of parties to negotiable instruments. • Dishonour of N. I., kinds, law relating to notice of dishonour. Dishonour of cheques. 	14
8	Arbitration & Conciliation: <ul style="list-style-type: none"> • Concept of Arbitration & Conciliation. • Definition & Essentials of Arbitration Agreement. 	06

	<ul style="list-style-type: none"> • Power and Duties of Arbitration. Conciliation proceeding. (Provisions of Arbitration & Conciliation Act,1996 in nutshell to be covered.) 	
	Total	48

Recommended Books:

- 1) Business and Corporate Law :- Dr. Kaur Harpreet, Lexis Nexis (2013)
- 2) Laws for Business, Sulphery M.M.&Basheer, PHI Learning Pvt. Ltd., Delhi. (2013)
- 3) Business Laws :- Kuchhal M.C.&KuchhalVivek, Vikas Publishing House (2013)
- 4) Business and Commercial Laws:-Sen And Mitra
- 5) An Introduction to Mercantile Laws :-N.D.Kapoor
- 6) Business Laws :- N.M.Wechlekar
- 7) Company Law :-Avtar Singh
- 8) Business Law for Management :-Bulchandani K.R
- 9) Negotiable Instruments Act :-Khergamwala
- 10) Intellectual Property Law:-P.Narayan.
- 11) Cyber Laws :- Krishna Kumar
- 12) Consumer Protection Act In India :-Niraj Kumar
- 13) Consumer Grievance Redressal under CPA :-Deepa Sharma.
- 14) Business Law – Dilip Shinde, Kiran Nerkar, Shantnu Jog, Anant Deshmukh
(Sai Jyoti Publication)

T.Y. B.Com.
Compulsory Paper
Subject Name :- Advanced Accounting.
Course Code :- 302

Objectives:-

- ❖ To impart the knowledge of various accounting concepts
- ❖ To instill the knowledge about accounting procedures, methods and techniques.
- ❖ To acquaint them with practical approach to accounts writing by using software package.

TERM - I

Unit No.	Topic and Contents	No. of Lectures
1.	Accounting Standards & Financial Reporting (Introduction to IFRS-Fair Value Accounting):- Brief Review of Indian Accounting Standard :- AS- 3, AS-7, AS-12, AS-15 AS-17 to AS-25 simple practical examples of application nature.	12
2.	Final Accounts of Banking Companies :- * Introduction of Banking Company - Legal Provisions - Non Performing Assets (NPA) - Reserve Fund - Acceptance, Endorsements & Other Obligations - Bills for Collection - Rebate on Bills Discounted - Provision for Bad and Doubtful Debts - Preparation of Final Accounts in vertical form as per Banking Regulation Act 1949. * Introduction to Core Banking System.	12
3.	Insurance Claim Accounts :- A. Claim for Loss of Stock - Introduction - Procedure for Calculation - Average Clause - Treatment of abnormal items of goods - Under & Overvaluation of Stock. B. Claim for Loss of Profit - Introduction - Indemnity under policy - Some important terms - Procedure for ascertaining claims. C. Claim for Loss of Fixed Assets - Introduction - Some important terms - Procedure for ascertaining claims.	12
4.	Final Accounts of Co-operative Societies :- a. Credit Co-operative Societies :- b. Consumer Co-operative Societies :- Meaning - Allocation of Profit as per Maharashtra State Co-operative Societies Act. Preparation of Final Accounts of Credit Co-operative Societies and Consumer Co-operative Societies.	12
TOTAL		48
TERM - II		
5.	Computerized accounting practices:- A. VAT & VAT Report B. Service Tax C. Central Value Added Tax D. Income Tax - Tax Deducted at Source (TDS) Including entries with the help of Accounting Software. (Demonstration and Hands Experience.)	12
6.	Branch Accounts :- Stock and Debtors System :- Introduction - Types of Branches - Goods supplied at Cost & Invoice Price.	12

7.	Single Entry System :- Conversion of Single Entry into Double Entry :- Introduction - Preparation of Cash Book - Total Debtor Account - Total Creditor Account - Final Accounts.	12
8.	Analysis of Financial Statements :- Ratio Analysis :- Meaning - Objectives - Nature of Ratio analysis - Problems on Ratio Analysis restricted to the following Ratio only - *Gross Profit Ratio *Net Profit Ratio * Operating Ratio * Stock Turnover Ratio * Debtor Turnover Ratio * Current Ratio * Liquid Ratio * Debt to Equity Ratio.	12
TOTAL		48

Allocation of Marks :-

Theory :-	30%
Problems :-	70%
Total :-	100%

Recommended Books:-

1. 1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd. New Delhi)
2. 2. Advanced Accountancy: By S.P. Jain & K.N. Narang (Kalyani Publishers, New Delhi)
3. 3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons, New Delhi)
4. Advanced Accounting: By Dr. K.N. Jagtap, Dr. S. Zagade.
5. Student Guide to Accounting Standards : D.S. Rawat (Taxmann, New Delhi)
6. Accounting Standards : Sanjeev Singhal.
7. Principal of Management Accounting : Dr. S.N. Maheshwari.
8. Advanced Management Accounting : Ravi Kishor.

Journals:-

1. The Chartered Accountant: Journal of the Institute of Chartered Accountants of India.
2. The Accounting World : ICFAI Hyderabad

=====

T.Y. B.Com.
Compulsory Paper
Subject Name :- Indian & Global Economic Development
Course Code :- 303 (A)

Objectives:

- 1) To expose students to a new approach to the study of the Indian Economy.
- 2) To help the students in analyzing the present status of the Indian Economy.
- 3) To enable students to understand the process of integration of the Indian Economy with other economics of the world.
- 4) To acquaint students with the emerging issues in policies of India's foreign trade.

Unit No.	Topic		Lectures
1	Introduction		12
	1.1	Basic Characteristics of the Indian Economy as an emerging economy.	
	1.2	Comparison of the Indian Economy with developed economies with respect to	
	1.2.1	National Income	
	1.2.2	Per-Capita Income	
	1.2.3	Agriculture	
	1.2.4	Industry	
	1.2.5	Service Sector	
2	Agricultural Development in India Since Independence		12
	2.1	Place of Agriculture in Indian Economy	
	2.2	Constraints in Agricultural Development	
	2.3	Rural Indebtedness – Causes and measures	
	2.4	Agricultural Marketing – Problems and measures	
	2.5	Price Policy – Minimum Support Price (M.S.P.)	
3	Industrial Development in India Since 1991		12
	3.1	Role of Industrialization in Economic development	
	3.2	Role of Small, Medium and Large Scale Enterprises (SMEs) – Problems & Prospects	
	3.3	New Industrial Policy 1991	
	3.4	Evaluation of Industrial Policy 1991	
4	Infrastructure in India Since 1991		12
	4.1	Role of Basic infrastructure in economic development of India.	
	4.2	Private v/s Public investment in infrastructure development	
	4.3	Role of Private Sector in infrastructural development	
	4.4	Role of Public Sector in infrastructural development	
TERM - II			
5	Human Resource Development		12
	5.1	Role of Human Resource in Economic Development	
	5.2	Concept of Human Development Index (HDI)	

Unit No.	Topic		Lectures
	5.3	Concept of Human Poverty Index	
	5.4	Concept of Gender – related development index	
	5.5	Gender Employment measures	
6	Global Economic Development and Foreign Capital		12
	6.1	Meaning and Challenges of Liberalization, Privatization & Globalization.	
	6.2	Meaning and Role of Foreign Capital	
	6.3	Need for Foreign Capital	
	6.4	Forms of foreign capital	
	6.5	Advantages & Disadvantages of Foreign Capital	
7	Foreign Trade and Balance of Payment		12
	7.1	Importance of Foreign Trade in Economic Development.	
	7.2	Concept of Balance of Trade and Balance of Payment	
	7.3	India's Balance of Payment Position since 1991	
	7.4	Convertibility of Indian Rupee – Current & Capital Account	
	7.5	Current Export – Import Policy (EXIM Policy)	
8	Regional & International Economic co-operation Importance, Objectives, Structure and functions of -		12
	8.1	South Asian Association for Regional co-operation (SAARC)	
	8.2	International Monetary Fund (IMF)	
	8.3	World Bank or International Bank for Reconstruction and Development (IBRD)	
	8.4	World Trade Organization (WTO)	
	8.5	BRICS – Introduction & Functions	

Recommended Books :

- 1) Indian Economy – S.K.Misra and V.K.Puri, Himalaya Publishing House, Delhi.
- 2) International Business Environment – Black and Sundaram, Prentice Hall India.
- 3) The Global Business Environment – Tayebmonis H. Sage Publication, New Delhi.
- 4) International Business – Competing in the Global Market place – Charles Hill, Arun kumar Jain, Tata McGraw Hill.
- 5) International Economics – M.L.Jhingana Vrinda Publications, Delhi.
- 6) Indian Economy – Ruddar Datta and K.P.M. Sundaram S. Chand and Co. New Delhi.
- 7) Indian Economy – Problems of Development and Planning A.N.Agarwal, New Age International Publishers.

Economic Survey – Government of India

UNDP, Human Development Report.

World Bank, World Development Report

Magazines / Journals

Reports, Web sites

T.Y. B.Com.
Compulsory Paper
Subject Name -: International Economics
Course Code -: 303 (B)

Objectives :

- 1) To study the theories of International Trade.
- 2) To highlight the trends and challenges faced by nations in a challenging global environment.

TERM-I

Unit No.	Topic	Lectures	
1	Introduction	12	
	1.1		Meaning and Scope of International Economics.
	1.2		Importance of International Trade
	1.3		Domestic Trade Vs International Trade
	1.4		Role of International Trade in Economic Growth
2	Theories of International Trade	12	
	2.1		Theory of absolute cost advantage
	2.2		Theory of comparative cost advantage
	2.3		Theory of factor endowment (Heckscher-ohlin Theory, Leontief Paradox)
	2.4		Intra Industrial Trade
3	Terms of Trade	12	
	3.1		Concept of Terms of Trade A) Gross Barter Terms of Trade B) Net Barter Terms of Trade C) Income Terms of Trade and Trade Policy D) Single Factorial Terms of Trade E) Double Factorial Terms of Trade
	3.2		Factors affecting on Terms of Trade
	3.3		Free Trade Policy – Meaning, Arguments for and against
	3.4		Protection Policy – Meaning, Arguments for and against
4	Regional and International Economic Co-operation	12	
	4.1		Regional Co-operation – European Union (E.U)
	4.2		South Asian Association for Regional co-operation (SAARC)
	4.3		Concept of Trade Blocks and Economic Integration
	4.3.1		South American Preferential Trading Arrangement (SAPTA)
	4.3.2		North Atlantic free Trade Agreement (NAFTA)
	4.4		BRICS – Introduction & Functions
TERM - II			
5	Balance of Payment	12	
	5.1		Concept of Balance of Trade and Balance of Payments
	5.2		Balance of Payment on current Account and Capital Account
	5.3		Measures to correct disequilibrium of Balance of Payment
	5.4		Causes of disequilibrium of Balance of Payment

Unit No.	Topic		Lectures
	5.5	Convertibility of Rupee on Current and Capital Account.	
6	Foreign Exchange Rate		12
	6.1	Meaning of Foreign exchange rate	
	6.2	Fixed v/s flexible exchange rate	
	6.3	Theories of Exchange Rate	
	6.3.1	Purchasing Power Parity Theory	
	6.3.2	Balance of Payments Theory	
7	Foreign Exchange Market		12
	7.1	Structure of foreign exchange market	
	7.2	Management of Foreign Exchange -inflow and outflow of foreign capital.	
	7.3	Euro Dollar Market – Nature and Scope	
	7.4	Advantages & Disadvantages of Foreign Exchange Market.	
8	Factor Mobility and Foreign Trade Policy		12
	8.1	Foreign Capital – Meaning of Foreign Direct Investment and Foreign Institutional Investments	
	8.2	Role of Multi National Corporations (MNC's)	
	8.3	Motives and effects of International Labour Migration	
	8.4	India's Foreign Trade Policy since 1991 Features, Trends and Evaluation.	

Recommended Books :

- 1) Dr.D.M.Mithani – International Economics (Himalaya Publishing house ltd)
- 2) Z.M.Jhingan : International Economics (Vrinda Publication)
- 3) Dr.Mrs.Nirmal Bhalerao & S.S.M.Desai – International Economics (Himalaya Publishing house ltd)
- 4) Deminic Salvatove – International Economics
- 5) Francis Cherulliom - International Economics (Prentice hall)
- 6) L.M.Bhole – Financial Institutions Markets (Tata McGraw Hill)
- 7) H.R.Macharaju – International Financial Markets and India (Wheeler Publication)
- 8) RBI Report on Currency Finance

Magazines / Journals , Reports, Websites

T.Y. B.Com.
Compulsory Paper
Subject Name :- Auditing & Taxation
Course Code :- 304

Objectives :- The Study of Various Components of this course will enable the students:

1. To acquaint themselves about the concept and principles of Auditing, Audit process, Assurance Standards, Tax Audit, and Audit of computerized Systems.
2. To get knowledge about preparation of Audit report.
3. To understand the basic concepts and to acquire knowledge about Computation of Income, Submission of Income Tax Return, Advance Tax, and Tax deducted at Source, Tax Collection Authorities under the Income Tax Act, 1961.

Term I Section
Section- I Auditing

Unit No.	Topic	Lectures
1.	Introduction to Principles of Auditing and Audit Process. Definition, Nature-objects-Advantages of Auditing-Types of errors and frauds Various Classes of Audit. Audit programme, Audit Note Book, Working Papers, Internal Control-Internal Check-Internal Audit	12
2.	Checking, Vouching and Audit Report Test checking-Vouching of Cash Book-Verification and Valuation of Assets and Liabilities. Qualified and Clean Audit Report-Audit Certificate-Difference between Audit Report and Audit Certificate. Auditing and Assurance Standards. (AAS- 1,2,3,4,5,28,29)	12
3.	Company Auditor Qualification, Disqualifications, Appointment, Removal, Rights, Duties and liabilities.	08
4.	Tax Audit Definition of Accountant-Scope of Auditor's Role under Income Tax Act Compulsory Tax Audit- Certification for Claiming exemptions- Selective Tax Audit Tax Consultancy and Representation- Proforma of Computerized Systems.	08
5.	Audit of Computerized Systems Auditing in an EDP environment-planning an audit in a computer Environment - problems encountered in an EDP environment-General EDP Control - EDP Application Control- System Development- Data transfer- Audit practice in relation to computerized systems-Computer Assisted Audit Techniques (Factors and Preparation of CAAT)	08
	Total	48

Term II
Section - II Income Tax

Unit No.	Topic	Lectures
1.	Important Concepts and Definitions under Income Tax Act-1961. Income, Person, Assessee, Assessment year, Pervious year, Agricultural Income, Exempted Income, Residential Status of an Assessee, PAN, TAN	08

	House Property	regarding Income from house property, Determination of gross annual value of self occupied property,	Property owner/ Guest lecture
7.	Profits & Gains of Business & Profession	Meaning of business & profession, procedure for computing taxable profit of business and profession	Visit to Business Firm
8.	Deduction Under Sec.80 C to 80 U	Deduction Under Sec.80 C to 80 U	Visit to Tax Consultant/ Guest lecture
9.	Income Tax Returns –Form 16, ITR – I,II, III,IV	Filling and collecting the Form No. 16, Filling and collecting ITRs	Visit to Tax Consultant/ Guest lecture

Recommended Books

1. Practical Auditing -: Spicer and Peglar
2. Auditing Principles -: Jagadish Prasad
3. A Handbook of Practical Auditing -: B.N. Tondon
4. Auditing assurance standards- -: The Institute of Chartered Accountants of India
5. Indian Income Tax -: Dr.Vinod Singhania
6. Income Tax- -: Ahuja and Gupta
7. Income Tax Act -: R.N.Lakhotia
8. Indian Income Tax Act -: H.C.Malhotra
9. Income Tax -: Manoharem
10. Student guide to Income Tax -: Dr.Vinod Singhania

T.Y. B.Com.
Business Administration Special Paper II
Subject Name :- Business Administration
Course Code :- 305 – a.

Objective :-

To acquaint the students with basic concepts & functions of HRD and nature of Marketing functions of a business enterprise.

Term I :- Human Resource Development.

Unit No.	Content	Lectures
1.	Human Resource function 1.1 Meaning, Objectives of Human Resource Function, Difference between H.R.M. and H.R.D. 1.2 Organization, Scope and functions of Human Resource Department in Modern Business. 1.3 Human Resource Planning – Nature and Scope, Job analysis - Job description - Job specification. 1.4 Emerging Concept of H.R.D. – Quality Circles –Kaizen - Voluntary Retirement Schemes.	14
2.	Recruitment and Training 2.1 Methods or sources of Recruitment of manpower, Role of Recruitment Agencies- Selection Process. 2.2 Types of Interviews- Interview Techniques. 2.3 Objectives and importance of Training and Development. 2.4 Types and Methods of Training Programmes.	10
3.	Employee Career and Succession planning 3.1 Aims and objectives of career planning. 3.2 Career Planning Process – Career Planning Structure. 3.3 Succession Planning - Meaning Need and importance. 3.4 Types of Career Opportunities A) Public Sector :- State and Local Government level - Personnel officer, Purchasing officer, secretary, Director of Administration Accountant etc. B) Private sector :-Marketing and Sales, Production and Material Management, Financial sector, Management as a profession, Insurance Industry, Accounting and Management Information System.	12
4.	Performance Appraisal Management. 4.1 Concept and Importance. 4.2 Performance Appraisal Process. 4.3 Methods and Techniques. 4.4 Merits and limitations of performance appraisal.	12
	Total	48

Term II :- Marketing Functions.

Unit No.	Content	Lectures
1.	Introduction 1.1 Meaning and scope of Marketing. 1.2 Objectives of Marketing.	10

	1.3 Classification of marketing. 1.4 Functions of Marketing.	
2.	Marketing Mix 2.1 Meaning and Importance of Product, Product mix, product life cycle. New product development- Types of new product, Branding, Packaging, Labeling. 2.2 Price – Meaning, Factors affecting Pricing Decisions, Methods of Pricing. 2.3 Place – Functions of distribution channels, Types of distribution channels, Impact of technology on Distribution. 2.4 Promotion – Meaning of sales promotion, Importance, Methods and New techniques of sales promotion.	13
3.	Advertising 3.1 Advertising- Meaning, Scope, Importance, Role of advertising in modern business, Criticism on Advertising practices. 3.2 Advertising media – Different medias of advertising, Selection of advertising media. 3.3 Ethics in advertising- Ethics and appeals in Advertising, Advertising Standards Council of India. 3.4 Future of advertising – Advertising in depression and crisis, Employment opportunities in advertising field.	13
4.	Modern Marketing Trends 4.1 Global marketing – Meaning, Scope, Importance, International marketing Challenges and Problems. 4.2 Marketing Research- Meaning, Scope and Methods of Marketing research. 4.3 Retailing- Meaning, New Trends in Marketing, Direct Marketing, Malls, Franchising. 4.4 Recent Trends in Marketing- i) E-Marketing ii) Telemarketing iii) Internet Marketing iv) M-Marketing.	12
	Total	48

Recommended Books	
1.	Personnel and Human Resource Management – A M Sharm(Himalaya Publishing House)
2.	Personnel Management and Industrial Relations- R S Davar (Vikas Publishing House)
3.	Human Resource Development and Management- Biswanath Ghosh (Vikas Publishing House)
4.	Personnel Management – C.B. Mamaria, S V Gankar (Himalaya Publishing House)
5.	Human Resource Management – ASwathappa
6.	Basics of Marketing- Cannon
7.	Marketing Management, Philips, Kotler
8.	Marketing – Gandhi
9.	Principles of Marketing – Sherlekar S.A.
10.	International Marketing- P. Saravanavel (Himalaya Publishing House)
11.	Modern Marketing Management- R.S. Davar

T.Y. B.Com.
Banking & Finance Special Paper II
Subject Name :- Financial Markets and Institutions in India.
Course Code :- 305 – b.

Objectives :

1. To acquaint the students with Financial Markets and its various segments.
2. To give the students and understanding of the operations and developments in financial markets in India.
3. To enable them to gain an insight into the functioning and role of financial institutions in the Indian Economy.

Term - I

Unit No.	Topic	Lectures
1	Indian Financial System : A) Financial Institutions - Regulatory, Intermediary and Non-Intermediaries. B) Financial Markets - Money and Capital Markets. C) Financial Instruments D) Indicators of Financial Development E) Role of Financial System in Economic Development	12
2	Indian Money Market 2.1 Meaning and Scope of Indian Money Market 2.2 Structure and Characteristics of Money Market 2.3 Functions of Indian Money Market 2.4 Institutions in the Money Market 2.5 Deficiencies of Indian Money Market. 2.6 Reforms in Indian Money Market after 1991	12
3	Indian Capital Market 3.1 Meaning and Scope of Indian Capital Market. 3.2 Characteristics of Capital Market. 3.3 Participants of Capital Market BSE - Bombay Stock Exchange NSE -National Stock Exchange OTCEI - Over the Counter Exchange of India. 3.4 Primary and Secondary Markets : its working 3.5 Reforms in Indian Capital Market after 1991.	12
4	Foreign Exchange Market 1. Meaning, Segments, Participants. 2. Spot, Forward Market 3. Basics of Exchange Rate Determination 4. Rate Quotations 5. Methods of Foreign Exchange 6. Exchange Risk Management	12
		48

TERM - II

5	NBFIs (Non-Banking Financial Institutions 5.1 Meaning and Types of NBFIs	
---	--	--

	5.2 Distinction between Bank And NBFIs 5.3 Functions of Following : 1. Lease Financing 2. Mutual Funds 3. Factoring 4. Housing Finance 5. Venture Capital 6. Merchant Bank	12
6	Development Financial Institutions (DFIs) Working and Progress of : 1. IFCI - Industrial Finance Corporation of India 2. SIDBI - Small Industries Development Bank of India 3. SFCs - State Finance Corporations. 4. NSSIDC - National Small Scale Industrial Development Corporation 5. Mudra Bank 6. Bharatiya Mahila Bank	12
7	Investment Institutions in India Organization, Working & Functions of 7.1 UTI - Unit Trust of India. 7.2 Life Insurance Companies - Public & Private. 7.3 Non Life Insurance Companies - Public & Private. 7.4 Post office Savings Schemes 7.5 Provident Funds 7.6 Pension Funds	12
8	Regulatory Institutions In Market : Organization Functions & Working of 8.1 SEBI - Security Exchange Board of India 8.2 IRDA - Insurance Regulatory & Development Authority. 7.3 PFRDA - Provident Fund Regulatory Development Authority.	12
		48
Recommended Books		
1. Financial Institution and Market : L. M. Bhole 2. Financial market and institutions of India : Dr. MukundMahajan, NiraliPrakashan 3. Indian Banking System : Dr. B. R. Sangale, Success Publication, Pune. 4. Business Finance and Financial Services : Dr. MukundKohok 5. Indian Financial System : Dr. M. Y. Khan 6. Investment and Securities Markets in India : V. A. Avadhani 7. Economic Reforms and Capital Markets in India : Anand Mittal 8. BharatiyaVittaBajar : Dr. Shinde S. G., Success Publication, Pune. Financial Market and Institutions in India :Dr. Sunil Shete, Succes Publication.		

T.Y. B.Com.

Business Laws & Practices Special Paper II

Subject Name -: Business Laws & Practices.

Course Code -: 305 – c.

Objectives –

- 1) To impart the students with the knowledge and understanding of important business Laws including labour laws.
- 2) To acquaint the students with certain provisions of Company law and its governance.

Term I

Unit No.	Topic	Lectures
1	The Factories Act, 1948 (Sections 1-20) Objects and Definitions, Approval, Licensing and Registration of Factories, The Inspecting Staff, Provisions Regarding Worker's Health, Provisions Regarding Safety and Welfare of Workers.	12
2	The Payment of Wages Act, 1936 (Sections 1 to 12,12a, 12b,13,13a &20) Introduction, Definitions, Rules for Payment of Wages, Deductions from Wages, Administration of Payment of Wages Act.	08
3	The Trade Union Act, 1926 (Sections 1 to 27) Object and Definitions, Registration of Trade Union, Privileges of a Registered Trade Union, Change of Name, Amalgamation, Dissolution.	10
4.	The Payment of Bonus Act, 1965 (Sections 1to3,8 to 12,20 to 25 and29) Introduction - Application of the Act, Definitions, Minimum and Maximum Bonus, Eligibility for Bonus, Available Surplus, Time Limit for Payment of Bonus.	08
5.	The Employees Provident funds and Miscellaneous Provisions Act, 1952 Object and scope of the Act, Applicability and Constitutional validity of the Act., Definitions, Employees' Provident Fund Scheme, Employees' pension scheme and Employees Deposit Linked Insurance scheme Authorities - Under the Act, and their workings, penalties, offences and protection.	10
Term II		48
6.	Historical Development of Company Law in India : Development of various concepts and trends in company law – Social responsibilities of companies – Development of company law administration.	10
7.	Prevention of Oppression and Mismanagement. Meaning of oppression, who can apply to court, Rule of Majority, protection of minority interest, remedies and rights of minority shareholders, Prevention of oppression and mismanagement, powers of the court	12
8	Inspection and Investigations: Inspection and investigation suo-moto - Investigation by Government -	10

	Rights and duties of Inspector - Report by an Inspector.	
9	Compromise and Arrangement: Schemes for Compromise and Arrangement - Persons entitled to apply for sanction of court - Powers of court - Conditions for sanction of compromise - Effect of sanction	10
10.	Rules of Corporate Governance : History, Concept of corporate Governance – Cadbury Committee Report – Principles of Morality and business ethics –Code of conduct for professionals.	06
		48

Recommended Books :-

1. Mercantile Law – P.L. Malik
2. Industrial Law – P.L. Malik
3. Labour and Industrial Law – M.N. Mishra (Central Publication Allahabad)
4. Company Law – Avtar singh (Eastern Book Comp. Lucknow)
5. Secretarial Practice – M.C. Kuchhal
6. Company Law - A.K.Mujumdar (Taxmann Publication Pvt.Ltd.)
7. Corporate Law – Dilip Shinde, Kiran Nerkar, Abhishek Sahu
(Sai Jyoti Publication)

T.Y. B.Com.
Co-operation and Rural Development Special Paper II
Subject Name -: Co-operation and Rural Development.
Course Code -: 305 – d.

Objectives:-

1. To acquaint students with the Co-operative Management.
2. To study the Co-operative Organization and Management.

Term I

Sr. No.	Topics	Lectures
Unit 1	Introduction to Co-operative Management 1.1 Meaning, Nature and Scope of Co-operative Management. 1.2 Objectives of Co-operative Management. 1.3 Principles of Co-operative Management. 1.4 Functions of Co-operative Management	10
Unit 2	Management and it's Role 2.1 Evaluation of Co-operative Management 2.2 Levels of Management. 2.3 Board of Directors and Executives Duties, Responsibilities and Role in Co-operative Management. 2.4 Professionalisation of Management- Need and Significance.	10
Unit 3	Human Resource Management in Co-operative 3.1 Human Relationship in Co-operative. 3.2 Co-operative Philosophy and H.R.D. 3.3 Recruitment 3.4 Training and Managerial Development 3.5 Appraisal and Evaluation	10
Unit 4	Decision Making in Co-operative Management 4.1 Decision Making – Meaning and Importance's. 4.2 Decision Making Process – Steps Involved 4.3 Measures to overcome the defects in Co-operative Management. 4.4 Trends in Co-operative Management in Global Scenario.	10
Unit 5	Co-operative Administration 5.1 Organizational structure of Co-operative Department in Maharashtra. 5.2 Powers, Functions and Responsibilities of Registrar. 5.3 Problems of Co-operative Administration in Maharashtra.	08
	Total	48

Term II

Sr. No.	Topics	Lectures
Unit 6	Financial Management of Co-operatives 6.1 Meaning, Nature and Importance of Financial Management. 6.2 Sources of Finance to Co-operative. 6.3 Distinction between Corporate Finance and Co-operative Finance. 6.4 Significance of financial Management in Co-operatives.	10
Unit 7	Financial Planning 7.1 Meaning and Characteristic	10

	7.2 Estimation of Financial Requirement. 7.3 Capital and Funds of Co-operatives and their raising. 7.4 Budget and Accounting of Co-operatives.	
Unit 8	Financial Control 8.1 Meaning and Need 8.2 Proper utilization of Funds and Capital. 8.3 Investment Policy- Profitability and Security. 8.4 Operating Expenditure and Cost Control	08
Unit 9	Co-operative Audit 9.1 Meaning, Definition and Nature of Co-operative Audit 9.2 Objectives and Significance of Co-operative Audit. 9.3 Provisions of co-operative law related to Audit. 9.4 Types of Audit – Statutory Audit, Re-Audit, Test Audit and Internal Audit.	10
Unit 10	Co-operative Auditor 10.1 Powers and Duties of Auditor 10.2 Audit Report and Rectification. 10.3 Importance of Audit Report.	08
	Total	48

Recommended Books :

- 1) G.S.Kamat –New Dimensions of Co-operative management-Himalaya Publication House, Mumbai
- 2) Dr.Nakkiran S.A.- Co-operative Management principals and techniques Himalaya Publication House, Mumbai
- 3) Ram Krishna Y.- Management of Co-operatives Jaico Publishing Home, New Delhi.
- 4) Goel B.B- Co-operative Management and Administration, Deep and Deep Publication, New Delhi.
- 5) Kulandaiswamy V. Principles and Practice of Co-operative Management - Rainbow Publications, Coimbatore.
- 6) Taimani K.K. – Managing the Co-operative Enterprise, Minerva Associates, Calcutta.
- 7) G.S.Kamat – Cases in Co-operative Management.
- 8) Jagdish Killol- The Maharashtra Co-operative Societies Rules 1961-Amended up to 2014.

T.Y. B.Com.
Cost and Works Accounting Special Paper II
Subject Name -: Cost and Works Accounting.
Course Code -: 305 – e.

Objectives :-

1. To provide Knowledge about the concepts and principles application of Overheads
2. To provide also understanding various methods of costing and their applications.

Level of Knowledge -: Basic Knowledge.

Term I

Unit No.	Topic	No. of Lectures
1.	Overheads:	6
	1.1. Meaning and definition of overheads. 1.2. Classification of overheads	
2.	Accounting of Overheads (Part-I)	14
	2.1 Collection and Allocation of overheads. 2.2 Apportionment and Re-apportionment of overheads	
3.	Accounting of Overheads (Part-II)	20
	3.1 Absorption - Meaning, Methods of Overhead Absorption 3.4 Under and Over Absorption of overheads- Meaning, Reasons and Accounting treatment	
4.	Activity Based Costing	8
	4.1 Definitions-Stages in Activity Based Costing	
	4.2 Purpose and Benefits of Activity Based Costing	
	4.3 Cost Drivers 4.4 Problems on Activity Based Costing [Simple Problems only]	
Total		48

Term II

Unit No.	Topic	Lecture
5.	Methods of Costing:	08
	5.1 Introduction to Methods of Costing. 5.2 Job Costing- Meaning, Features, Advantages and Limitations	
6.	Contract Costing:	16
	6.1 Meaning and Features of Contract Costing	
	6.2 Work Certified and Uncertified, Escalation clause, Cost Plus contract, work-in- progress 6.3 Profit on incomplete contract	
7.	Process Costing	14
	7.1 Meaning and features of process costing	
	7.2 Preparation of process accounts including normal and abnormal loss/gain 7.3 Joint Products and By Products [Theory Only]	
8.	Service Costing:	10

	8.1 Meaning, Features and Applications. 8.2 Cost Unit-Simple and composite 8.3 Cost Sheet for Motor transport service 8.4 Cost Statement for Hospital and Hotel Organization	
	Total	48

Note -: Allocation of Marks -:

- a) 50 % for Theory.
- b) 50% for Practical Problems.

Areas of Practical Problems

- Accounting & Control of Overhead. [Part I]5
Primary Distribution of Overheads, Repeated & Simultaneous equation methods only.
- Accounting & Control of Overhead. [Part II]
Problems on Machine Hour Rate Only.
- Contract Costing - Preparation of Contract Account & Contractive Account [without B/s]Simple Problem without Escalation clause
- Process Costing Simple Problems on Process Costing [Where there is no work in process].
- Service Costing - Cost Sheet for Motor Transport and Hotel and hospital industry Service.

Books Journals and Websites Recommended for Cost and Works Accounting Paper I, II and III	
1.	Prof. Subhash jagtap -: Practice in Advanced costing and Management Accounting. Nirali Prakashan, Pune
2.	Ravi Kishor -: Advanced Cost Accounting and Cost Systems Taxman's Allied Service Pvt. Ltd., New Delhi.
3.	S.P. Lyengar -: Cost Accounting Principles and Practice, Sultan Chand & Sons Accounting, Taxman's, New Delhi.
4.	Ravi Kishor -: Students Guide to Cost Accounting Taxman's, New Delhi.
5.	M.N. Arora -: Cost Accounting Principles and Practice Vikas Publishing House Pvt. Ltd., New Delhi
6.	S.N. Maheshwari and S.N. Mittal -: Cost Accounting, Theory and Problems, Mahavir book Depot, New Delhi.
7.	B.L. Lall and G.L. Sharma -: Theory and Techniques of Cost Accounting. Himalaya Publishing House, New Delhi.
8.	V.K. Saxena and Vashista -: Cost Accounting – Text book. Sultan Chand and Sons, New Delhi
9.	V.K. Saxena and Vashista -: Cost Audit and Management Audit. Sultan Chand and Sons, New Delhi
10.	Jain and Narang -: Cost Accounting Principles and Practice. Kalyani Publishers
11.	N.K. Prasad -: Principles and Practice of Cost Accounting Book Syndicate Pvt. Ltd., Calcutta.
12.	N.K. Prasad -: Advanced Cost Accounting Syndicae Pvt Ltd., Calcutta.
13.	R.K. Motwani -: Practical Costing. Pointer Publisher, Jaipur
14.	R.S.N. Pillai and V. Bhagavati -: Cost Accounting.

15. Hornefgrain and Datar -: Cost Accounting and Managerial Emphasis.
16. Dr.J.P.Bhosale -: Management Accounting, Vision Publication
17. Prof.Jagtap, Nare & Pagar -: Cost & Works Accounting, Paper-II
18. Journal -: Cost Accounting Standards issued by ICWAI, Kolkata
19. Journal -: Management Accountant Issued by ICWA of India, Calcutta.
20. Website -: - www.icwai.org& www.aicmas.com.

T.Y. B.Com.
Business Statistics Special Paper II
Subject Name :- Business Statistics.
Course Code :- 305 – f.

Objectives:

1. To distinguish between random and non-random experiments.
2. To find probabilities of events.
3. To apply standard distribution to different situations.
4. To test the hypotheses.

Sr. No.	Topic	No. of Lectures
Term 1		
Unit 1	Introduction to Probability: Definitions of : Permutation, Combination, Sample Space, Event, different types of events, Probability of an event, Conditional Probability, Independence of two events, Partition of sample space. Bayes Theorem (statement only). Examples and problems.	12
Unit 2	Uni-variate Discrete Probability Distribution: Definitions of : random variable, discrete random variable, probability distribution of discrete random variable, Probability mass function (p.m.f.), Cumulative distribution function, mean , variance and standard deviation. Properties of distribution function. Examples and problems.	12
Unit 3	Some Standard Discrete Probability Distributions : 1. Bernoulli: p.m.f., mean and variance. (statement only) 2. Binomial: p.m.f., mean, variance and additive property. (statement only) real life situation. 3. Poisson: p.m.f., mean, variance and additive property.(statement only) real life situation. Examples and problems.	12
Unit 4	Bi-variate Discrete Probability Distribution: Bivariate discrete random variable, Joint probability distribution of bivariate discrete random variable, marginal and conditional distribution and independence of two variables. Examples and problems.	12
Term 2		
Unit 5	Normal Distribution: Normal Distribution :Definition, p.d.f. curve, properties of normal distribution, state mean and variance, standard normal variate, problems to evaluate probabilities(using statistical table and excel), additive property for two variables (statement only). Fitting of normal distribution using Excel.Examples and problems.	14
Unit 6	Test Of Hypothesis-I: 1. Definitions of :Hypothesis, Null hypothesis, Alternating hypothesis, Critical region, Types of Errors, Level of significance,	18

	<p>P-value.</p> <p>2. Test for Population Mean (for large and exact sample): Describe test procedure for testing</p> <ol style="list-style-type: none"> $H_0: \mu = \mu_0$ against $H_1: \mu \neq \mu_0$ and $H_0: \mu_1 = \mu_2$ against $H_1: \mu_1 \neq \mu_2$. If population variance is known. <p>3. Test for Population Mean: Describe test procedure for testing</p> <ol style="list-style-type: none"> $H_0: \mu = \mu_0$ against $H_1: \mu \neq \mu_0$ and $H_0: \mu_1 = \mu_2$ against $H_1: \mu_1 \neq \mu_2$. If population variance is unknown. <p>4. Describe the test procedure for paired t-test.</p> <p>5. Test for population proportion : Describe test procedures for testing</p> <ol style="list-style-type: none"> $H_0: P = P_0$ against $H_1: P \neq P_0$ and $H_0: P_1 = P_2$ against $H_1: P_1 \neq P_2$. 	
Unit 7	<p>Test Of Hypothesis-II:</p> <p>1. Describe Chi-square test for testing</p> <ol style="list-style-type: none"> Goodness of fit. Independence of attributes. <p>2. Describe test procedure for testing $H_0: \sigma_1^2 = \sigma_2^2$ against $H_1: \sigma_1^2 \neq \sigma_2^2$ (test based on F-distribution)</p>	8
Unit 8	<p>Non-parametric Tests :</p> <p>Introduction , sign test, run test, Kolmogrove – Smirnov test, Mann whitney test.</p>	8

List of Practicals

Sr. No.	Name of Experiment
1	Applications of Binomial and Poisson Distribution.
2	Bi-variate Probability Distribution.
3	Applications of Normal distribution.
4	Testing of Population means and proportions.
5	Test based on Chi-square and F distributions.
6	Non parametric test.

Books Recommended:

1. Fundamentals of Mathematical Statistics: Gupta, Kapoor V.K.
2. Fundamentals of Statistics: S.C. Gupta
3. Business Statistics : Gupta Indra
4. Fundamentals of Statistics: D.N. Elhance
5. Statistical Methods: S.P.Gupta

T.Y. B.Com.
Business Entrepreneurship Special Paper II
Subject Name :- Business Entrepreneurship.
Course Code :- 305 – g.

Objective : To enable students to understand the basic concepts of entrepreneurship and preparing a business plan to start a small industry.

1. To Develop Knowledge and understanding in creating and managing new venture.
2. To Equip students with necessary tools and techniques to set up their own business venture.
3. To Help students to bring out their own business plan.
4. To make students aware about business crises and sickness.

Term I

Unit No	Topic	Lectures
1	SMALL SCALE INDUSTRIES Definition - Meaning - Product Range - Capital Investment - Meaning and importance of Tiny Industries, Ancillary Industries, Cottage Industries. Role played by SSI in the development of Indian Economy. Problems faced by SSI's and the steps taken to solve the problems - Policies Governing SSI's.	12 Hrs
2	FORMATION OF SMALL SCALE INDUSTRY Business opportunity, scanning the environment for opportunities, evaluation of alternatives and selection based on personal competencies. Steps involved in the formation of a small business venture: location, clearances and permits required, formalities, licensing and registration procedure.	12 Hrs
3	BUSINESS PLAN PREPARATION : Meaning and importance - objectives - Selection of suitable form of organisation - Precautions to be taken by an entrepreneur while preparing Business Plan. Project Appraisal - Break - even Analysis and Ratio Analysis : Debt : Service Coverage Ratio - Gross Profit : Net Profit Ratio and Return on Investment (ROI), Project Audit	14 Hrs
4	PROJECT ASSISTANCE Financial assistance through SFC's, SIDBI, Commercial Banks, IFCI - Non-financial assistance from DIC, SISI, KVIC - Financial incentives for SSI's and Tax Concessions - Assistance for obtaining Raw Material, Machinery, Land and Building, Venture Capital and Technical Assistance	10 Hrs
Total		48 Hrs

Term II

Unit No	Topic	Lectures
5	BUSINESS PLAN (BP) IMPLEMENTATION	12 Hrs

	Meaning - importance - preparation of Business Plan, Financial aspects, Marketing aspects, Human Resource aspects, Technical aspects, Social aspects of Business Plan. Common pitfalls to be avoided in preparation of a Business Plan.	
6	SMALL ENTERPRISE MANAGEMENT : (As Distinct from corporate sector management) Functional v/s Integrated Approach Structured v/s Flexible Approach Logical v/s Creative Approach Start up phase Management: Difference of opinion with in promoting team - Avoiding failure – Problem-Solving, Creativity and Innovation, Stability Phase Management, Growth phase Management,	12 Hrs
7	BUSINESS CRISES AND SICKNESS : Types of Business Crises, Starting crises, Cash crises, Delegation Crises, Leadership Crises, Financial Crises, Prosperity Crises, Succession Crises, Sickness : Meaning and Definition, Symptoms, Causes, Turnaround Strategies, Revival Schemes of Sickness,	12 Hrs
8	SKILL DEVELOPMENT <ul style="list-style-type: none"> • Preparation of a Project report to start a SSI Unit. • Preparing a letter to the concerned authority-seeking license to the SSP Unit (You propose to start). • Format of a business plan. • A Report on the survey of SSI units in the region where college is located • Chart showing financial assistance available to SSI along with rates of interest • Chart showing tax concessions to SSI both direct and indirect. • Success stories of Entrepreneurs in the region. (Any Two) • Documents required for Registration of SSI 	12 Hrs
Total		48 Hrs

Recommended Books

1. Desai Vasant -: "Management of Small Scale Industries" Himalaya Publishing House.
2. Khanka S.S. -: "Entrepreneurial Development" S.Chand.
3. Gupta S.S. -: "Entrepreneurial Development" Sultan Chand & Sons.
4. Taneja Satish and Gupta S.L. "Entrepreneurship Development - New Venture Creation" Gaigotia Publishing Company, New Delhi.
5. Chandra P. - 'Project - Preparation, Appraisal and Implementation' - Tata McGraw Hill, New Delhi.
6. Jain P.C. (ed.) 'Handbook for New Entrepreneurs' - Entrepreneurship Development Institute of India, Ahmedabad.

7. Pandey G.N. - 'A Complete Guide to Successful Entrepreneurship' Vikas Publishing House Pvt Ltd.
8. Maharashtra Centre for Entrepreneurship Development - 'Project Profile', 'Profile for SSI Projects.'
9. Edward D. Boao - 'Opportunities'.
10. Prof. John Mullins - 'The New Business Road Tests' - Pearson.
11. Prof. Rajeev Roy - 'Entrepreneurship' Oxford University Press.
12. Rashmi Bansal - 'Stay Hungry Stay Foolish' - CIIFIM, Ahmedabad.
13. Dr. Patel V.G. - 'When The Going Gets Tough' - Tata McGraw Hill, New Delhi.
14. dovagr yaaogaraja Á]VaogasaMQal Á SaaQaa mhNajao saapDola – ka^inTnaonTla p`kaSana, puNao
15. rSmal bansala Á sTo hMga`I sTo fUilaSa³marazi Anauvaad Á ivadulaa Taokokr´
16. Mark. J. Dollinger, Entrepreneurship - Strategies and Resources, Pearson Edition.
17. Udai Pareek and T.V. Rao, Developing Entrepreneurship
18. S.V.S. Sharma, Developing Entrepreneurship, Issues and Problems
19. Srivastava, A Practical Guide to Industrial Entrepreneurs
20. Anil Kumar: Small Business and Entrepreneurship I.K. International Publishers
21. Government of India, Report of the committee on Development of small and medium entrepreneurs, 1975
22. Bharusali, Entrepreneur Development
- 23 Vidya Hattangadi : Entrepreneurial
24. Dr. Venkataramanappa : : Entrepreneurship Development
25. B. Janakiraman , Rizwana M: Entrepreneurship Development
26. N.V.R Naidu : Entrepreneurship Development, I.K. International Publishers
27. Business Entrepreneurship – Dr. M. B. Sonawane
28. Business Entrepreneurship – Dr. Sudhakar Jadhavar (Dean Commerce Faculty)
29. Business Entrepreneurship –Dr. S. L. Shirgave.

T.Y. B.Com.
Marketing Management Special Paper II
Subject Name -: Marketing Management.
Course Code -: 305 – h.

Objectives of the Paper

- I. To understand the concept and functioning of marketing planning and sales management
- II. To know marketing strategies and organization
- III. To inform various facets of marketing with regulatory aspects
- IV. To understand marketing in globalize scenario

First Term

Unit I

Marketing Planning and Sales Forecasting

Meaning of Marketing Planning
Importance of Marketing Planning
Types of Marketing Plan
Elements of a Marketing Plan
Process of Preparing a Marketing Plan
Meaning of Sales Forecast, Sales Budgets and Sales Quota
Sales Forecasting Methods
Forecasting Techniques
(12 Periods)

Unit 2

Social Marketing:

Meaning and Objectives of Social Marketing
Social Responsibility of Marketing Manager
Impact of Marketing on Society and Other Business
Social Criticism of Marketing
Recent Trends in Social Marketing
(16 Periods)

Unit 3

Marketing Organisations

Meaning of Marketing Organisation
Changing role of Marketing Organisation
Factors affecting on Marketing Organisation
Essentials of an effective Marketing Organisation
Types of Marketing Organisation
(10 Periods)

Unit 4

Marketing Strategies

Concept of Strategy
Characteristics of Strategy
Meaning of Marketing Strategy
Competitive Marketing Strategies

Competitive Strategies in Global Environment

Benchmarking – A total for effective Marketing Strategy – meaning, process and advantages of

Benchmarking

(10 Periods)

Second Term

Unit 5

Agricultural marketing

Meaning of Agriculture Marketing

Types of Agri-Products

Features of Agri-Products

Types of Markets – Defects of Agri- marketing and remedies

Marketing Intelligence System and Agriculture Marketing

Distinction between manufacture goods marketing and Agriculture goods marketing

(14 Periods)

Unit 6

International Marketing

Meaning, nature, need and importance of International Marketing

International Marketing Vs Domestic Marketing

Problems and Challenges in International Marketing

Mode of entry in International Market

Scope of International Marketing

(12 Periods)

Unit 7

Marketing Regulations

Importance of Marketing Regulations in Marketing.

Relevance and importance of following Acts in the Context Marketing Management

Consumer Protection Acts, 1986

Trade Mark Acts, 1999

Competition Acts, 2002

Indian Patent (amendment) Acts, 2005

Bureau of Indian Standards Act

(12 Periods)

Unit 8

Globalization and Marketing

Meaning of Globalization

Features of Globalization

Marketing in 21st Century

Impact of Globalization on marketing

Benefits and limitation of Globalization

Case study related to Global Marketing

(10 Periods)

Recommended:

Books:

T.Y. B.Com. w.e.f. 2015-16

Philip Kotler	Marketing Management
David Carson	International Marketing: A Comparative System Approach, Wiley, New York
Steven M. Bungess	The New Marketing Halfway House, Zebra Press, South Africa
David J. Schwartz	Marketing Today: A Basic Approach Harcourt Brace Jovanovich, New York
Thomas V. Boroma	The Marketing Edge: Making Strategic Work The Free Press, New York
Peter Doyle	Value-based Marketing: Marketing Strategies for Corporate Growth and Shareholder value John Wiley, Crichester, England
E. Jenome McCarthy	Basic Marketing: A Managerial Approach Irwin, Homewood, Illinois

Suggested mode of conducting practical

1. Guest lecture
2. Library assignment
3. Case study
4. Field visit
5. Conducting Survey
6. Presentation

T.Y. B.Com.

Agricultural and Industrial Economics Special Paper II

Subject Name :- Agricultural and Industrial Economics.

Course Code :- 305 – i.

Objectives –

1. To study the agricultural development in India.
2. To analyze the importance of industrial development in India

Term I – Agricultural Development in India		
Unit	Topic	Lectures
1.	Agriculture :- 1.1 Role of Agriculture in Indian Economy 1.2 Progress of Agriculture since 1991. 1.3 Concept & Problems of Productivity 1.4 Causes of low Productivity in Indian Agriculture 1.5 Measures adopted to improve the productivity 1.6 Causes and its effects on sub-division and fragmentation of land holding	10
2.	Land Reforms :- 2.1 Technological & Institutional Reforms 2.2 Evaluation of Land Reforms.	08
3.	Agriculture Labour :- 3.1 Types of Agriculture Labour. 3.2 Causes of increase Agriculture Labour. 3.3 Government Policy Measures : EGS/MGNREGA	10
4.	Problems of Farming :- 4.1 Seasonal changes and farming 4.2 Minimum support price of crops. 4.3 Purchasing of foods by Government 4.4 Role of Government in natural calamities 4.5 Problems of Farmers Suicide. 4.6 Land Acquisition	12
5.	Agricultural Processing :- 5.1 Role of Agricultural Processing in India 5.2 Scope & Importance of Agricultural Processing. 5.3 Problems & remedial measures of Agricultural Processing.	08
		Total 48
Term II – Industrial Development		
Unit	Topic	Lectures
6.	Industry & Economic Development :- 6.1 Role of Industry in India 6.2 Highlights of Industrial growth Since 1991 6.3 Ownership of Industry 6.4 Pattern of Ownership of Indian Industries 6.5 Public & Private Sector. 6.6 Role of Small Scale Industries.	10

	6.7 Problems & Policy measures adopted to their developments.	
7.	Major Industries in India :- 7.1 Sugar & Textile. 7.2 Iron & Steel. 7.3 Power Generation.	10
8.	Industrial Labour :- 8.1 Government wage policy 8.2 Industrial Dispute – Causes and Measures 8.3 Social Security & Welfare Measures.	08
9.	Industrial Finance :- 9.1 Problems of Industrial Finance 9.2 Sources of Industrial Finance 9.3 IDBI, IFCI, ICICI, SFC.	10
10.	Public Enterprises :- 10.1 Government policy of Public Enterprises. 10.2 Problems of Public Enterprises 10.3 Arguments against Privatization of Public Enterprises	

Recommended Books :

1. S.K.Misra and V.K.Puri : Indian Economy - Himalaya Publishing House, Delhi.
 2. Khedkar B.D. : Indian Economy, Success Publication, Pune
 3. Sundaram & Black : The International Business Environment, New Delhi
 4. Agrawal A.N. Indian Economy – Vikas Publication
 5. Khem Farooq A. Business and society, S.Chand Delhi
 6. Dutt R & Sundaram K.P.M – Indian Economy, s.chand delhi
 7. Dutt Rudder : Economic Reforms in India – A Critique – S Chand, New Delhi
 8. Hedge: Environmental Economics, MaMillan
- K.V. Srivyya and V.R.M. Das : Indian Industrial Economy, Chand & Com.New Delhi 1977.

T.Y. B.Com.

Defense Budgeting, Finance & Management Special Paper II
Subject Name -: Defense Budgeting, Finance & Management.
Course Code -: 305 – j.

Aim of the paper

One of the crying needs of the hour is to ensure that the National Security objectives are met-in a cost effective manner. Against such backdrop, the aim can be achieved by educating the students and disseminating the information and by giving the planners, decision makers and administrators all the information they need in an easily understandable form. By studying this paper students will understand all the financial aspects of budgetary and defence production in India.

Term I

Unit No.	Topic	Lectures
1.	Rationale of Defence Production in India. a. Economic aspects of Defence Production. b. Political aspects of Defence Production.	12
2.	Defence and Development. a. Concept of Defence v/s Development. b. Evaluation of the Debate. c. Future prospects of the debate	12
3.	Government Policies towards Defence Production in India. a. Industrial Policy Resolution of the Government 1947-48, 1956-57, Since 1991 onwards. b. Weapons Procurement Policies in India since 1947.	12
4.	Structure of Defence Production. a. Department of Defence Production in the Ministry of Defence b. Structure and Functions. c. Defence Public Sector Undertakings - Basic Aims and Objectives. d. Information & role of Defence Public Sector Undertakings.	12
Total		48

Term II

Unit No.	Topic	Lectures
5.	Role of Private Sector in Defence Production. a. Status of Indigenous arms production in India. b. Problems of prospectus of arms production in India.	12
6.	Defence Management. a. Nature, Scope, Function and Principles of Management. b. Principles and Types of Organisation, Military and Non Military Organisations.	12
7.	Decision making in Armed Forces. a. Organisational aspects of Decision Making. b. Decision making process in India.	12
8.	Logistics Management for Indian Defence. a. An understanding of Logistics management - meaning and concept.	12

	b. Significance and Historical Evaluation. c. Scope of Logistics management. d. Principles of Logistics Management. e. Logistics Planning for Indian Defence.	
Total		48

Recommended Books	
1.	Raju G.C. Thomas, "The Defence of India: A Budgetary Perspective" (MacMillan Publication, New Delhi, 1978)
2.	Subramanyam K., "India's Security Perspective - Policy and Planning", (Lancer Books, New Delhi, 1991).
3.	Nanda Ravi, "National Security Perspective, Policy and Planning", (Lancer Books, New Delhi, 1991).
4.	Khanna D. D. and Malhotra P. N., "Defence vs. Development: A Case Study of India", (Indus Publication Company, New Delhi, 1993).
5.	Kennedy Gavin, "Defence Economics", (Gerald Duckworth & Co. Ltd, 1983).
6.	Ghosh Amiya, "India's Defence Budget & Expenditure Management in Wider Context", (Lancer Publication and Span Tech, Delhi, 1996).
7.	Dutta Meena and Sharma Jai Narayan, "Defence Economics", (Deep and Deep Publication, New Delhi)
8.	Deger S. & Sen S. "Military Expenditure in the Third World Countries: The Economic Effects", (Routlet & Kegan Paul, 1986).
9.	Agarwal Rajesh K., "Defence Production and Development", (Gulab Vazirani for Arnold Heinermann Publishers, 1978).
10.	Thomas Raju G. C., "Indian Security Policy", (Princeton, New Jersey, University Press, 1988).
11.	Robert Loony and David Winterford, "Economic Causes and Consequences of Defence Expenditure in the Middle East and South Asia", (University Press, 1995).
12.	Shrinivas V. N., "Budgeting for Indian Defence: Issues of Contemporary Relevance", (KW Publishers Pvt., Ltd., New Delhi - 2008).
13.	Annual Report, Ministry of Defence, Government of India.
14.	Report of the Finance Commission, Government of India.

T.Y. B.Com.
Insurance Transport and Clearance Special Paper II
Subject Name -: Insurance Transport and Clearance
Course Code -: 305 – k.

Objectives :

- 1) To know the fundamentals of Life Insurance & General Insurance.
- 2) To create the awareness of Insurance Business & practices .
- 3) To know the knowledge about laws & regulations relating to Life Insurance & General Insurance.

Term I

Unit	Topic	Lectures
1	Insurance Management Life Insurance, Claim Settlements ,Maturity Claims – Meaning , Procedure for claim ,types of claims ,survival benefits ,Death claims , early claims , required documents & forms	12
2	Nomination & assignments of policies Difference between Nominations & assignments , policy conditions ,loans & surrender of policies, post maturity claims	12
3	Privatization & Insurance Business Effect of privatization on Insurance Business, Comparative study of private companies & government companies, Malhotra committee report, current trends in global insurance business.	12
4	Laws relating with Insurance Business 1) Commentaries on Insurance Act 1938 2) Life Insurance corporation Act 1956 3) Insurance Regulatory & Development Act 1991 4) Overview of Income Tax Act	12
	Total-	48

Term II

1	Insurance Management General Insurance Maturity Claims – Meaning ,Procedure for claim , Types of claims, survival benefits ,Death claims , early claims, required documents & forms, Accidental benefits & disability benefits, various conditions in the policy , permanent disability benefits, post maturity claims, payments, importance of timely payment, due dates of payment, methods & rules of payment , current trends of General Insurance in Global Business	12
2	Premium Payments Importance of timely payment, due date of payment Surrender values – Meaning & Conditions, Lapse of policy, forfeiture & revival of policies, special revival scheme, Installment revival scheme, loan cum revival scheme	12

3	Laws related to General Insurance Business	12
	1) Insurance Act 1938	
	2) Insurance Amendment Act 2002	
	3) IRDA Regulations 2002	

4	Insurance Business & Saving Plans	12
	1) Financial planning & Taxation	
	2) Mutual Funds & shares	
	3) Unit Trust & Unit based policies	
	4) Record Keeping & performance for insurance Agents	
	5) Business Targets & Incentives	

Total- 48

Recommended Books

- 1) Principles and Practices of Insurance- Dr. P. Periaswamy
Himalaya Publishing House, Mumbai
- 2) Theory and Practice of Insurance Business- M. Ariff Khan
- 2) Marketing and Life Insurance Business- P.K. Biswas Roy
Discovery Publishing House, New Delhi
- 4) Travel and Tourism Business Management – Dr.S.K.Wadekar
Shanti Prakashan, Ahmedabad (Gujrat)
- 5) Life Insurance Administration, Insurance Institute of India
- 6) Manual for Agents- LIC India

T.Y. B.Com.

Computer Programming and Application Special Paper II

Subject Name :- Computer Networking and Cyber Security.

Course Code :- 305 – I.

Course Objectives:

1. To know about computer network.
2. To understand different topologies used in networking
3. To learn different types of network.
4. To understanding the use of connecting device used in network.

Term-I

Unit No.	Name of the Topic	No. of Lectures	Ref. Books
1	Chapter 1: Computer Networks. 1.Introduction Computer Network, Topology, Types of Networks 2.Communication Types Serial, Parallel 3.Modes of Communication : Simplex, Half Duplex, full Duplex, Server Based LANs &Peer-to-Peer LANs, Comparison of both 4.Protocols and Standards	14	1,2,3
2	Chapter 2 : Network Models 1.Design issues of the layer 2. Protocol Hierarchy 3.ISO-OSI Reference Model : Layers in the OSI Model, Functions of each layer 4. Terminology : SAP, Connection Oriented services, connectionless services, Peer Entities 5. Internet Model (TCP/IP) 6. Comparison of ISO-OSI & TCP/IP Model 7. Addressing : Physical Addresses, Logical Addresses, Port Addresses 8. IP Addressing : Classfull addressing, Classless addressing	12	1,2,3
3	Chapter 3 :Transmission Media 1.Guided Media (Wired) : Coaxial Cable:- Physical Structure, standards, BNC Connector, Applications, Twisted Pair: Physical Structure, UTP vs STP, Connectors, Applications, Fiber Optics Cable: Physical Structure, Propagation Modes (Single Mode & Multimode), Connectors, Applications. 2. Unguided Media(Wireless) Electromagnetic Spectrum For Wireless Communication, Propagation Methods(Ground, Sky, Line-Of- Sight),Wireless Transmission(Radio Waves, Infra-Red,	12	1,2,3

	Micro- Wave)		
4	Chapter 4 : Wired LANs : Ethernet 1. IEEE Standards 2. Standard Ethernet(MAC Sublayer, Physical layer) 3. Fast Ethernet(MAC Sublayer, Physical layer) 4. Gigabit Ethernet(MAC Sublayer, Physical layer) 5. Network Interface Cards (NIC), Components of NIC, Functions of NIC, Types of NIC.	10	1,2,3
Total No of Lectures		48	

Term-II

Unit No.	Topic	No. of Lectures	Ref. Books
5.	Chapter 5 : Wireless LANs 1. IEEE802.11 (Architecture, MAC Sub layer, Frame Format, Frame Types, Addressing Mechanism) 2. Bluetooth (Architecture Piconet and Scatternet Applications)	10	1,2,3
6.	Chapter 6 : Information Security Concepts 1. Information Security Overview: Background and Current Scenario 2. Types of Attacks 3. Goals for Security 4. E-commerce Security 5. Computer Forensics 6. Steganography	10	1,2,3
7	Chapter 7: Security Threats and Vulnerabilities 1. Overview of Security threats 2. Weak / Strong Passwords and Password Cracking 3. Insecure Network connections 4. Malicious Code 5. Programming Bugs	10	
8.	Chapter 8 : Cryptography / Encryption 1. Introduction to Cryptography / Encryption 2. Digital Signatures 3. Public Key infrastructure 4. Applications of Cryptography 5. Tools and techniques of Cryptography	10	
9.	Chapter 9: Wireless Networks and Security 1. Components of wireless networks 2. Security issues in wireless	08	
Total No. Lectures		48	

Recommended Books:

- 1) Computer Networks - Andrew Tanenbaum (III Edition)
- 2) Data Communications & Networking - Behrouz Ferouzan (III Edition)
- 3) Complete Guide to Networking - Peter Norton

T.Y. B.Com.
Business Administration Special Paper III
Subject Name :- Business Administration
Course Code :- 306 – a.

Objective :-

To acquaint the students with the basic concepts in finance and production functions of a business enterprise.

Term I

Unit No.	Finance	Lectures
	content	
1	Finance :- 1.1 Money and Finance, Need, Nature and Importance of Finance. 1.2 Finance Functions, Objectives of Financial Management, Functions of Finance Manager. 1.3 Financial need of a modern business organization.	10
2	Financial Planning :- 2.1 Meaning, Nature and characteristics of financial planning. Scope, Importance, Advantages, Limitations, of Financial Planning . 2.2 Steps in financial planning. 2.3 Methods of estimating financial requirements.	12
3	Capitalization and Capital Structure :- 3.1 Capitalization – Concept, Factors governing capitalization, over and under capitalization - Causes and effects, Fair Capitalization. 3.2 Capital Structure- Meaning, Concept and Principles of capital structure, Factors influencing the pattern of capital structure. 3.3 Trading on equity- Concepts and effects.	12
4	Management of Capital :- 4.1 Types of capital- Fixed capital and working capital, owned and borrowed capital, Short and Long term Capital. 4.2 Need, Importance, Factors governing fixed and working capital requirement. 4.3 Sources of capital - Shares, Debentures, Public Deposits, Ploughing back of profits, Loans from Bank and Financial Institutions, Trade creditors, Installment credit etc.	14
Total		48

Term II

(Production, Operations Functions)

Unit No.	Production, Operations Functions	Lectures
	content	
1	Production management Functions :- 1.1 Meaning, Definition, Functions of Production Management, Responsibilities of Production manager . 1.2 Production Planning - Objectives, Importance, levels of planning. 1.3 Routing & Scheduling - Meaning, Route Sheets, Scheduling, Master and sequential scheduling, scheduling devices.	14

	1.4 Production control- Definition and meaning, Necessity, objectives, factors and techniques of production control	
2	Plant Location and Plant Layout 2.1 Introduction, importance, factors responsible for plant location. 2.2 Plant Layout- Meaning, Definition, Importance of good layout, factors relevant for choice of layout, Line, Process and Product layout. 2.3 Plant Layout - Advantages, disadvantages and techniques.	10
3	Inventory management 3.1 Inventory management -Introduction, methods, and Norms. 3.2 EOQ, Use of Computers in Inventory Management, 3.3 Material Requisition Planning (MRP) , Just In Time (JIT),ABC Analysis.	10
4	Material Handling and supply chain management 4.1 Meaning, function of material handling, principles of material handling. 4.2 Common material handling devices fork lift truck, platform truck, straddle carrier, chain hoist, roller and belt conveyor, bridge crane, crawler crane. 4.3 Supply chain management- Theory, Principles, Implications, Factors affecting supply chain management.	14
	Total	48

Recommended Books	
1.	Fundamentals of Business Finance- Dr. R. M. Shrivastav
2.	Corporate Finance- S C Kuchhal
3.	Industrial Finance- M C Kuchhal
4.	Corporate Finance- Dr. P V Kulkarni
5.	Financial Management- Dr. Prasanna Chandra
6.	Production, Operations Management - Dr.B.S. Goel (Pragati Prakashan Meerut)
7.	Operations Management- Norman Gaither, Greg Frazaier (Sengage Learning)
8.	Production Management - Chunawalla

T.Y. B.Com.
Banking & Finance Special Paper III
Subject Name :- Banking Law and Practices in India.
Course Code :- 306 - b.

Objectives:

1. To acquaint the students with Banking Law and Practice in relation to the Banking system in India
2. To understand the legal aspects of Banking transactions and its implications as Banker and Customer.
3. To make the Students aware of the Banking Law and Practice in India

Term I

Unit No.	Topic	Lectures
1.	LAWS RELATING TO BANKING IN INDIA Provisions of The Banking Regulation Act, 1949, with reference to the following: Definition – Capital - Reserve Fund - Cash Reserve for Non Schedule Banks Liquid Assets – Licensing - Branch Licensing - Management Profit and Loss Account and Balance Sheet – Sec. 10, 29 & 30 Powers of the Reserve Bank of India – Sec. 35 & 36 Voluntary Amalgamation – Sec. 44A Compulsory Amalgamation – Sec. 45 Liquidation – Sec. 45 Banking Regulation Act as applicable to Co-operative Banks.	14
2.	NEGOTIABLE INSTRUMENTS ACT, 1881 Definition, Characteristics and Presumptions of Negotiable Instruments. Promissory Note, Bills of Exchange and Cheque – Definition and Features Parties to Negotiable Instruments Negotiation Presentment Notice of Dishonor Noting and Protesting	14
3.	PAYING BANKER Precautions in Payment of Customers' Cheques Paying Banker's Duties and Rights Statutory Protection to Paying Banker Payment of forged Cheque Return of cheques	10
4.	COLLECTING BANKER Precautions in collecting Customer's Cheques Collecting Banker's - Duties and Rights Statutory Protection to Collecting Banker Dishonor of Cheques by Non-Acceptance and Non-Payment	10
Total		48

Term II

Unit No.	Topic	Lectures
5	RELATIONSHIP BETWEEN BANKER AND CUSTOMER	14

	Definition of Banker and Customer Relationship as Debtor and Creditor Banker as Trustee Banker as Agent Banker's Obligation of Secrecy of Accounts Banker's Lien Right of Set Off Disclosure permitted by the Banker's Practices and Usage Bankers Obligation to honour Cheques Garnishee Order Termination of Relationship	
6	SECURITIES FOR ADVANCES: Principles of Secured Advances Precautions to be taken by the banker while advancing against: a. Documents of title to Goods b. Real Estate c. Fixed Deposit Receipt d. Bullion e. Supply Bills f. Life Insurance Policy g. Shares h. Agricultural Produce	10
7.	MODES OF CREATING CHARGE: Lien , Pledge , Hypothecation Mortgages and types of Mortgages, Precautions to be taken by Bankers while creating and recording charge	10
8.	PROJECT APPRAISAL & RECOVERY MEASURES A) Steps in Project Appraisal - Economic, Technical, Managerial, Operational and Financial Aspects. B) Recovery Measures: i) Legal Measures: Debt Recovery Tribunal – LokAdalat – Corporate Debt ii) Non Legal Measures: Follow up action – One time settlement – Recovery Camps – Recovering through Self Help Groups. Recovery System – Recovery under Securitisation and Reconstruction of financial Assets and enforcement of Security Interest Act, 2003	14
Total		48

Recommended Books

1. Practice of Law and Banking -: G.S. Gill
2. Banking Law and Practice -: P.N. Varshney
3. Banking Theory and Law Practice -: E. Gordon, K. Natarajan
4. Banking Law and Practice in India -: M.L. Tannan
5. Banking Law and Practice in India -: Maheshwari
6. Law and Practice of Banking -: Prof. Mugli
7. Banking Theory and Practice -: K.C. Shekar
8. Law and Practice of Banking -: B.M. Lall and Nigam
9. Banking Law & Practices Shri. Prakash Misal, Success Publication.

T.Y. B.Com.

Business Laws & Practices Special Paper III

Subject Name -: Business Laws & Practices.

Course Code -: 306 - c.

Objectives -

- 1) To impart the students with the knowledge and understanding of important business Laws including tax related laws.
- 2) To acquaint the students with Company law & Secretarial Practice.

Term I

Unit No.	Topic	Lectures
1	Central Excise Act 1944 Meaning and object of Excise - Definitions- Goods, Manufacture, Production, Excisable Goods - Registration Procedure and Documentation - Valuation - Transaction Value, Valuation under MRP, Tariff Value, Valuation under Central Excise Valuation Rules. Simple Problems on valuation - Daily Stock Account (DSA), Invoicing and Periodical returns, Assessment - Payment of Duty - Method, manner and mode of duty, payment, Account Current and TR - 6 - Challan - CENVAT - Definition of INPUT, CAPITAL GOODS, Manner and availment of CENVAT - SSI Unit - Records, Documents to be maintained, Benefits for SSI Units - SSI Units and Manufacture of Branded goods - SSI Unite and job work	10
2	Service Tax - 1. Meaning, object and scope of the service tax. 2. Taxable Services - Stock Broking. - Advertising - Courier - Tour Operator - Photography Services - Online information and data base access and/or retrieval - services - Value of taxable service 3. Procedure of Registration, Payment of Service Tax, Refund of Service Tax. 4. Return of Service Tax, Assessment and Penalties.	10
3	CUSTOM ACT 1962. , 1. Meaning object and scope, Definitions - Customs Area, Customs Port / Air Port / Station /Water - Prohibited goods - smuggling - Shipping Bill - Entry - Bill of Entry-Bill of Export - Costal Goods. 2. Levy and exemption from Custom duty - Valuation of goods for purpose of assessment. 3. Clearance of Imported and Exported goods - Confiscations of goods and conveyances and imposition of penalty.	10
4	CENTRAL SALES TAX ACT 1956 1. Definitions - Sale, inter-state sales, intra-state sales, sales during import sales, export, goods, dealer, appropriate state, declared goods. 2. Persons liable to pay CST, Rate of CST, Practical Problems on Calculation of CST payable. 3. Registration under CST Act	10
5	Law of patent & Trade Mark	08

	<p>Patent Act 1970 - Important Definitions, Inventions Net Partner, Application for patents,, Opposition to Grant of Patent, Grant and sealing of patents, Suit concerning infringement of patents, Surrender and revocation of patents, penalties.</p> <p>Trade Mark Act 1999 - Important definitions, procedure of Registration, Duration, Renewal etc. of registration - infringement of Trade Mark -Penalties.</p>	
Term II		48
6	<p>Role of company secretary</p> <p>Origin & concept - Definition of secretary - Importance of company secretary - Duties, Liabilities & Rights of company secretary - Qualification of Company secretary</p>	12
7	<p>Borrowing Powers and Methods of Borrowing</p> <p>Statutory Provisions - Unauthorized Borrowings - Security for borrowings - Mortgage - Pledge - Hypothecation - Charge - Fixed Mortgage and Charge - Registration of Charges</p> <p>Method of borrowings -</p> <p>Short-term Borrowings - Loan From Banks - Public Deposits - Companies Acceptance of Deposits Rule 1975 - Repayment of Deposit and Powers of Company</p> <ul style="list-style-type: none"> • Company Law Board • Income Tax on Company Deposits • Regulation by RBI • Long and Medium Term Borrowings <p>Debentures : Meaning, Kinds - Procedure for Issue of Debentures - Guidelines for Issue of Debentures - Rights of Debenture holders - Liabilities of Trustees - Transfer and Transmission of Debentures - Redemption - Reissue of Redeemed Debentures</p> <ul style="list-style-type: none"> • Appointment of a Receiver and Its Registration • Inter-Company Loans and Investments 	08
8	<p>Dividend, Interest & Bonus Shares</p> <p>Dividend</p> <p>Meaning, Statutory Provisions - Conditions under which Dividend may not be paid - Declaration of Dividend - Dividend paid out of Reserves - Unpaid or Unclaimed Dividend Transfer to Central Govt. - Procedure for Payment of Dividend - Dividend Mandates / Authority - Interim Dividend - Loss of Dividend Warrants - Payment of Interest out of Capital - Dividend and Income Tax</p> <p>Interest -</p> <p>Meaning and Distinction from Dividend - Procedure of paying Interest on Debentures</p> <p>Bonus Shares -</p> <p>Bonus Shares or Capitalization of Profits - Statutory Provisions / Guidelines for Issue of bonus shares, Procedure for Issue of Bonus Shares - Forms of Issue of Bonus Shares - Effects of Issue of Bonus Shares - Advantages of the Issue of Bonus Shares - Limitations of the</p>	14

	Issue of Bonus Shares	
9	Accounts, Statutory Books & Registers Accounts : Books of Accounts - Annual Accounts - Balance Sheet of a Holding Company - Annual Return - Statutory Books and Registers - Statistical Books	04
10	Company Audit Appointment of Auditors - Special Audit - Audit of Cost Accounts - Removal of Auditors - Remuneration and Expenses of an Auditor - Qualifications and Disqualifications of an Auditor - Rights, Powers and Duties of an Auditor - Auditor's Report - Liabilities of Auditor	10
		48

Recommended Books :-

1. Company Law – A.K.Mujumdar (Taxmann Publication Pvt.Ltd.)
2. Company Law – Avtar singh (Eastern Book Comp. Lucknow)
3. Secretarial Practice – M.C. Kuchhal
4. Indirect Taxes – V.S.Datey (Taxmann Publication Pvt.Ltd.)
5. Indirect Taxes- S.C. Mehrotra (Sahitya Bhavan Publication, Agra)
6. Corporate Law – Dilip Shinde, Kiran Nerkar, Abhishek Sahu
(Sai Jyoti Publication)

T.Y. B.Com.
Co-operation and Rural Development Special Paper III
Subject Name :- Co-operation and Rural Development.
Course Code :- 306 - d.

Objectives :-

1. To acquaint students with the co-operative marketing
2. To develop the capability of students for knowing different types Marketing.
3. To aware the role of National Agricultural Co-operative Marketing Federation (NAFED)

Term I

Unit No.	Topic	Lectures
1	Introduction to Marketing 1.1 Meaning and definition 1.2 Elements 1.3 Objectives 1.4 Importance 1.5 Evaluation of marketing 1.6 Scope of marketing 1.7 Classification of markets - Local, Regional, National and Global markets	10
2	Co-operative Marketing 2.1 Basic concepts and features. 2.2 Structure of cooperative marketing 2.3 Primary Co-operatives Marketing Societies-objects, Functions and Progress. 2.4 District and State Co-operatives marketing societies / Federation - objects, Functions and Progress. 2.5 Development and Evaluation.	10
3	Consumer Co-operatives 3.1 Meaning, Need and Importance 3.2 Structure. 3.2.1 Primary Co-operative Consumer Stores, Student Consumer Stores. 3.2.2 Wholesale Co-operative Stores 3.2.3 Super markets 3.2.4 State Co-operative Consumer Federation 3.2.5 National Co-operative Consumer Federation 3.2.6 Problems of consumer co-operatives 3.3 Evaluation and development	10
4	Other Co-operative and It's Marketing 4.1 Dairy Co-operatives 4.2 Poultry Co-operatives 4.3 Sugar Co-operatives. 4.4 Cotton processing (Ginning, Spinning Mills)	5
5	Pricing 5.1 Meaning and Objectives of Pricing 5.2 Competitive and Co-operative Pricing 5.3 Agricultural Cost and Price Commission (ACPC)	8

	5.4 Mechanism of estimating of Minimum Support Price (MSP) by ACPC 5.5 Problems related to MSP	
6	Marketing Research 6.1 Concept and Scope 6.2 Steps involved in marketing research 6.3 Globalization and marketing research 6.4 Need and practice of marketing research in co-operatives	5
	Total	48

Term-II

Unit No.	Topic	Lectures
6.	Marketing Strategy for Co-operatives 6.1 Meaning and definition 6.2 Importance of marketing strategy in co-operatives 6.3 Factors influencing marketing strategy of co-operatives 6.4 Marketing strategy followed by 6.4.1 Agricultural Cooperative Processing. 6.4.2 Co-operative produce Marketing. 6.4.3 Co-operative Service Marketing. 6.5 Strategy for Exporting Agricultural Produce.	12
7.	National Agricultural Co-operative Marketing Federation (NAFED) of India limited. 7.1 Objectives 7.2 Organizational Set-up 7.3 Functions 7.4 Performance and evaluation of NAFED.	8
8.	Agricultural Produce Market Committee 8.1 Organizational Set-up 8.2 Functions 8.3 Progress and Problems	10
9.	Agricultural Produce Market (Regulation) Act, 1963 9.1 Background for Enactment 9.2 Objectives 9.3 Feature of the Act 9.4 Main Provisions.	8
10.	The Agricultural Produce Marketing (Development & Regulation) Act, 2003 (Model Act) 10.1 Objectives 10.2 Basic features. 10.3 Main provisions 10.4 Impact on Agricultural Marketing	10
	Total	48

Recommended Books

Dr. Mukund Tapkir:- Sahakar ,Nirali Prakashan, Pune

Dr G.H.Barhate, Dr.J.R.Bhor and, Prof. L.P.Wakale--Sahakar ,Seth Publication , Mumbai.

G.S.Kamat.- Cases in Co-operative management.

K.K.Taimani.- Co-operative Organization and Management.

G.S.Kamat.- New Dimensions of Co-operative Management.

Dr G.H.Barhate, Prof.B.G.Sahane and Prof, L.P.Wakale---Sahakar vikas , Seth Publication, Mumbai.

Vasant Desai—Fundamentals of Rural Development.

Dr.Dandekar and Rath- Poverty in India.

Dr.P.R.Dubhashi- Rural Development and Administration in India.

V.Reddy- Rural Development in India

S.K.Gopal- Co-operative Farming in India.

I.C.A--State and Co-operative Movement.

K.K.Taimani.- Co-operative Organization and Management.

Dr.D.M.Gujrathi and Prof.A.D.Divekar, Patsansthace Vishwat

T.Y. B.Com.
Cost and Works Accounting Special Paper III
Subject Name -: Cost and Works Accounting.
Course Code -: 306 – e.

Objectives :-

- 1 To impart knowledge regarding costing techniques.
- 2 To provide training as regards concepts, procedures and legal Provisions of cost audit.

Level of Knowledge -: Basic Knowledge.

Term I

Unit No.	Topic	Lectures
1.	Marginal Costing:	18
	1.1 Meaning and concepts- Fixed cost, Variable costs, Contribution, Profit-volume Ratio, Break-Even Point & Margin of Safety. 1.2 Cost-Profit-Volume Analysis- Assumptions and limitations of cost volume analysis 1.3 Application of Marginal Costing Technique:- Make or buy decision, Acceptance of export order & Limiting factors.	
2.	Budgetary Control:	12
	2.1 Definition and Meaning of Budget & Budgetary control 2.2 Objectives of Budgetary control 2.3 Procedure of Budgetary control 2.4 Essentials of Budgetary control 2.5 Advantages and Limitations of Budgetary control 2.6 Types of Budgets.	
3.	Uniform costing and Inter-firm Comparison	08
	3.1 Meaning and ,objectives 3.2 Advantages and disadvantages.	
4.	Introduction to management information system in Costing	10
	4.1 Meaning , objectives and Advantages 4.2 Procedure of MIS	
	Total	48

Term II

Unit No.	Topic	Lecture
5.	Standard Costing	16
	5.1 Definition and meaning of standard cost & standard Costing . 5.2 Types of standards, setting up of Material & Labour Standards 5.3 Difference between Standard Costing & Budgetary Control. 5.4 Advantages and Limitations of standard costing 5.5 Variance Analysis & its Significance 5.6. 1 Meaning, Types and Causes of Material & Labour variances. 5.6. 2 Problems on Material & Labour variances.	
6	Farm Costing	10
	6.1 Meaning and Features of Farm Costing 6.2 Advantages & Limitations of Farm Costing 6.3 Practical Problems	

7	Cost Accounting Record Rules & Cost Audit:	12
	7.1 Introduction to cost accounting record u/s 148 of the companies Act 2013 7.2 Cost records and Verification of Cost Records 7.3 Cost auditor – Appointment- Rights and duties	
8	Cost Audit (Legal Provisions):	10
	8.1 Cost Audit - Meaning, Scope, objectives & advantages of Cost Audit. 8.2 Cost Audit Report and Annexure to cost Audit Report. 8.3 Introduction to Cost Accounting Standards issued by Institute of Cost and Management of India . 8.4 Generally accepted Cost Accounting principles.	
	Total	48

Note :-

Allocation of Marks-

- a) 50% For Theory.
- b) 50% For Practical Problems.

Areas of Practical Problems:

Marginal Costing [problems on P/V Ratio BEP, M/S Angle of incidence
Budgetary Control-[Sales Budget, Cash Budget, Flexible budget .
Standard Costing-Material & Labour Variances only. [Simple problem]
Farm Costing [Farm Cost sheet]

Books Journals and Websites Recommended for Cost and Works Accounting Paper I, II and III	
1.	Prof. Subhash jagtap -: Practice in Advanced costing and Management Accounting. Nirali Prakashan, Pune
2.	Ravi Kishor -: Advanced Cost Accounting and Cost Systems Taxman's Allied Service Pvt.Ltd., New Delhi.
3.	S.P. Lyengar -: Cost Accounting Principles and Practice, Sultan Chand & Sons Accounting Taxman's, New Delhi.
4.	Ravi Kishor -: Students Guide to Cost Accounting Taxman's, New Delhi.
5.	M.N. Arora -: Cost Accounting Principles and Practice Vikas Publishing House Pvt. Ltd., New Delhi.
6.	S.N. Maheshwari and S.N. Mittal -: Cost Accounting, Theory and Problems, Mahavir book Depot, New Delhi.
7.	B.L. Lall and G.L. Sharma -: Theory and Techniques of Cost Accounting. Himalaya Publishing House, New Delhi.
8.	V.K. Saxena and Vashista -: Cost Accounting – Text book. Sultan Chand and Sons, New Delhi
9.	V.K. Saxena and Vashista -: Cost Audit and Management Audit. Sultan Chand and Sons, New Delhi
10.	Jain and Narang -: Cost Accounting Principles and Practice. Kalyani Publishers
11.	N.K. Prasad -: Principles and Practice of Cost Accounting Book Syndicate Pvt. Ltd., Calcutta.
12.	N.K. Prasad -: Advanced Cost Accounting Syndicae Pvt. Ltd., Calcutta.
13.	R.K. Motwani -: Practical Costing. Pointer Publisher, Jaipur.
14.	R.S.N. Pillai and V. Bhagavati -: Cost Accounting.
15.	Hornefgrain and Datar -: Cost Accounting and Managerial Emphasis.
16.	Dr.J.P.Bhosale -: Management Accounting, Vision Publication

T.Y. B.Com.
Business Statistics Special Paper III
Subject Name :- Business Statistics.
Course Code :- 306 – f.

Objectives:

1. To study different optimization techniques.
2. To study different charts.
3. To study simulation.

Sr. No.	Topic	No. of Lectures
Term 1		
Unit 1	Game Theory: Meaning, two person zero-sum game, pure and mix strategies, Pay off tables, saddle points, minimax and maximin principles, Dominance principles. Examples and problems.	10
Unit 2	Statistical Decision Theory: Introduction, acts, states of nature, pay off, regret, Decision Making Under Risk, Expected Opportunity Loss (EOL) Criterion and Expected Monetary Value (EMV) Criterion. Decision Making Under Uncertainty, Maximin Criterion, Maximax , Minimax Regret Criterion, Laplace Criterion, Hurvitz Criterion, Examples and problems.	16
Unit 3	Replacement Problem: Introduction, replacement of Item that deteriorates with time when value of money remains same during the period.	6
Unit 4	Statistical Quality Control : Introduction, Chance and assignable Causes of variation, Uses of SQC, Control limits, specification limits, Tolerance limits Process and product control, Control charts for mean, range, P-Chart, C-Chart , Process Capability study , Interpretation of capability index C_p and C_{pk}	16
Term 2		
Unit 5	CPM/PERT: Meaning and scope, activity, event, node, network, path, critical path, slack, float (total, free, independent), forward pass and backward pass methods. Pessimistic, Most likely and Optimistic times in PERT, mean and variance for each activity, expected duration of project, probability of completion of project, Examples and problems.	16
Unit 6	Simulation: Meaning and scope, Advantages and disadvantages of simulations, Examples and problems, step wise procedure of drawing model sample using EXCEL from i) uniform distribution and ii) normal distribution using Box-Muller transformation.	10
Unit 7	Queuing Theory: Meaning, calling population, queue discipline, inter arrival rate, service	10

	rate, traffic intensity, single channel Poisson arrival with exponential service rate, average waiting time in i) queue and ii) system, average length of i) queue and ii) system. Examples and problems.	
Unit 8	Application of derivative in Business: Algebraic Function: Cost function, Profit function, Revenue function. Derivative and double derivative of some simple algebraic functions and its meaning in computation of maxima and minima of a function. Concept of average cost, marginal cost, variable cost and fixed cost. Examples and problems.	12

List of Practicals

Sr. No.	Name of Experiment
1	Game Theory
2	Statistical Decision Theory
3	Statistical Quality Control
4	CPM/PERT
5	Simulation Using Excel
6	Queuing Theory

Books Recommended:

1. Operations Research : Harndy, Taha
2. Operations Research: Kantiswroop, Gupta
3. Business Mathematics : J. K. Sharma
4. Statistical Quality Control: Montgomery
5. Fundamentals of Mathematical Statistics: Gupta, Kapoor V.K.
6. Fundamentals of Statistics: S.C. Gupta

Pattern of Question Paper (Annual Exam)

Max. Marks:80

Time : 3 hours

Question No.

Max. Marks

Q 1 Attempt any five of the following (2x5)	10
Q 2 Attempt any four of the following (5x4)	20
Q 3 Attempt any four of the following (5x4)	20
Q 4 Attempt any two of the following (15x2)	30

T.Y. B.Com.
Business Entrepreneurship Special Paper III
Subject Name :- Business Entrepreneurship.
Course Code :- 306 – g.

Objectives:-

- 1) To develop the Knowledge and understanding of behavioral aspects of entrepreneurship.
- 2) To acquaint students with the behavioral aspects of members of the team or employees

Term I

Unit No.	Topic	Lectures
1.	Organizational Behavior: Organization; Meaning, Definitions, Goals, Approaches. Organizational Behavior – Meaning, Definitions, Need. Nature. Importance & Scope Historical roots of OB. Organizational Behavior Models.	12
2.	Individual Behavior and Personality: Determinants of individual behavior – Personality: Meaning, Definitions, Determinants of Personality, Personality Traits, Personality Development, Emotional Intelligence, Entrepreneurial Personality.	12
3.	The study of Autobiographies of following Entrepreneurs: (1) Dr. Nilakantha Kalyani (2) Shri. D.S. Kulkarni (3) Mr. Aditya Vikram Birla (4) Shri. Dilip Narayan Borawake (5) Mrs. Jyoti Naik (Ejjat Ki Lajjat, Shri Mahila Gruh Udyog, Lijjat Papad) (6) Shri Ramesh J. Chavan-Thundered Unbottled	12
4.	Group and Group Dynamics: Meaning and Definitions of group, Classification of group, Group task Group size – Group formation process. Group Structure. Group Dynamics: Influence in Group Group Cohesion – Helping Behavior, Co – Operation and Competition Improved Work group.	12
Total		48

Term II

Unit No.	Topic	Lectures
5.	Team Building: Team - Meaning and Definitions Team v/s Group Types of team Creating high performance team Managing team	12
6.	Stress and Conflict Management: Stress – Meaning and Definitions. Types Sources and Consequences of stress Stress management – Personal and Organizational approach	12

	Conflict Management: Meaning and nature of Conflicts. Types Causes of Conflicts. Remedies to overcome the Conflicts	
7.	Motivation: Motivation at work place – Meaning and Definitions. Need & Types of Motivation Job description & Job analysis Management by Objects (MBO)– Job rotation – Job enrichment – Employee Involvement Programme	12
8.	Organizational Change and Development: Meaning and Definitions Causes of Change A Change Model Resistance to Change Strategies of Change and Development	12
	Total	48

Recommended Books	
1)	Tosi H.L., Rizzo J.R., Carrol S.J. 'Handbook of Organizational Behaviour' – Infinity Books, New Delhi.
2)	Robbins Stephen – 'Organizational Behaviour' Prentice – Hall of India, New Delhi.
3)	Ghandekar (Dr.) Anjali – 'Organisational Behaviour' – Everest Publishing House.
4)	Journal: Shri. Ram Centre for Industrial Relations and Human Resources – 'Indian Journal of Industrial Relations' New Delhi.
5)	Vyavsay Udhojyakata-Dr.Sudhakar Jadhavar Success Publication Pune
6)	Udhojyakanchi Kartutvagatha-Dr.P,C,Shejwalkar

T.Y. B.Com.
Marketing Management Special Paper III
Subject Name -: Marketing Management.
Course Code -: 306 - h.

Objectives of the Paper

1. To know detailing of Marketing Research
2. To understand the role Brand and Distribution Management in marketing
3. To inform about Marketing and Economic Development
4. To Know of the importance of control on marketing activities

First Term

Unit 1

Advertising I

a) Fundamentals of Advertising

1. Conceptual framework, Nature, Scope and Functions of Advertising
2. Role of Advertising in Modern Business
3. Advertising – Objectives – Types, Benefits and Limitations
4. Ethics in Advertising

b) Advertising Media

1. Definitions – Classifications and Characteristics of Different Media
2. Comparative Study of Advertising Media
3. Selection of Media-Factors Affecting Selection of Media
4. Media Mix-Geographical selective-Media Scheduling
5. E-Advertising
(14 periods)

Unit 2

Advertising II

Appeals and Approaches in Advertisement

1. Introduction- Different Appeals and their Significance
2. Advertising Message
3. Direct and Indirect Appeal
4. Relation between Advertising Appeal and Buying Motive
5. Positive and Negative Emotional Approaches

(12 periods)

Unit 3

Brand management

- a) Introduction of Branding
- b) Brand identity
- c) Advertising and Branding
- d) Brand Extension
- e) Identity Sources – symbols, logos, trademarks

(10 Periods)

Unit 4

Industrial Marketing

- a) Introduction to Industrial Marketing
- b) Types of Industrial Goods
- c) Difference between Industrial and Consumer Marketing
- d) Purchasing practices of Industrial customers
(12 Periods)

Second Term

Unit 5

Marketing Research

- a) Meaning, nature and scope of Marketing Research
- b) Marketing Research process
- c) Types of Research
- d) Types of Data
- e) Types of Questionnaire
(14 Periods)

Unit 6

Distribution Management

- a) Warehousing and Transport decisions
- b) Logistics – meaning, nature
- c) Logistics Function
- d) Warehousing – need, functions
- e) Transportation – modes, factors affecting transportation costs
(10 Periods)

Unit 7

Target Marketing

- a) Meaning, nature, importance
- b) Market Targeting
- c) Selection of Target Segment
- d) Targeting Strategies
(10 Periods)

Unit 8

Marketing Control

- a) Meaning, objectives of Marketing Control
- b) Benefits of Marketing Control: - essential of an effective Marketing Control System
- c) Techniques of Marketing Control
- d) Process of Marketing Control
- e) Marketing Audit – meaning, characteristics, objectives, process of Marketing Audit
(14 Periods)

Recommended Books:

Philip Kotler	Marketing Management
David Carson	International Marketing: A Comparative System Approach, Wiley, New York
Steven M. Bungess	The New Marketing Halfway House, Zebra Press, South Africa
David J. Schwartz	Marketing Today: A Basic Approach Harcourt Brace Jovanovich, New York
Thomas V. Boroma	The Marketing Edge: Making Strategic Work The Free Press, New York
Peter Doyle	Value-based Marketing: Marketing Strategies for Corporate Growth and Shareholder value John Wiley, Crichester, England
E. Jenome McCarthy	Basic Marketing: A Managerial Approach Irwin, Homewood, Illinois
Bert Rosenbloom	Marketing Channels: A Management View Dryden, Hinsdale, Illinois
Edward L. Nash	Direct Marketing: Strategy, Planning, Execution McGraw Hill, New York

Suggested mode of conducting practical

1. Guest lecture
2. Library assignment
3. Case study
4. Field visit
5. Conducting Survey
6. Presentation

T.Y. B.Com.
Agricultural and Industrial Economics Special Paper III
Subject Name :- Agricultural and Industrial Economics.
Course Code :- 306 – i.

Objectives –

1. To study the agricultural development in India.
2. To understand the role of industries in India – in the light of globalization.

Term I – Agriculture and Rural Development		
Unit	Topic	Lectures
1.	Rural Economy of India 1.1 Features of Rural Economy. 1.2 Recent Trends in Agriculture Economy – Horticulture & Sericulture	08
2.	Irrigation and Agricultural Inputs 2.1 Types of Irrigation. 2.2 Modern Changes in Irrigation. 2.3 Plant Analysis and Soil Analysis Methods	10
3.	Rural Credit :- 3.1 Need &Types of Rural Credit. 3.2 Role of cooperative credit. 3.3 Role of NABARD	10
4.	Rural Development Programs :- 4.1 Community Development Programme. 4.2 Intensive Agricultural Area Programme. 4.3 Small Farmers Development Agency.	10
5.	Co-Operation in India :- Functions, Growth and Weaknesses of 5.1 Dairy Cooperatives. 5.2 Poultry Cooperatives. 5.3 Service Cooperatives.	10
		Total 48

Term II – Industrial Development		
Unit	Topic	Lectures
6.	Industrial Policy 6.1 Importance of Industrial Policy 6.2 Impact of Industrial Policy since 1991	08
7.	Industrial Imbalance 7.1 Meaning of Industrial Imbalance. 7.2 Need for balance Regional Development in Indian Industry 7.3 Causes & Measure of Industrial Imbalance in India.	08
8.	Globalization & Industrialization :- 8.1 Concept of Multinational Corporations (MNC's) in India. 8.2 Multinational Corporations & Industrial Development. 8.3 Role of Multinational Corporations in Indian Economy 8.4 Impact of Multinational Corporations in India	12

9.	Special Economic Zones (SEZ's) in India :- 9.1 Role of Government in SEZ. 9.2 Impact of SEZ in India	08
10	Infrastructural Development in India 10.1 Importance of Infrastructural Development in Economic Development 10.2 Role of Private Investment in Infrastructural Development. 10.3 Problems of Public Sector Investment in Infrastructural Development.	12
		Total 48

Recommended Books :

1. S.K.Misra and V.K.Puri : Indian Economy - Himalaya Publishing House, Delhi.
2. Khedkar B.D. : Indian Economy, Success Publication, Pune
3. Sundaram & Black : The International Business Environment, New Delhi
4. Agrawal A.N. Indian Economy – Vikas Publication
5. Khem Farooq A. Business and society, S.Chand Delhi
6. Dutt R & Sundaram K.P.M – Indian Economy, s.chand delhi
7. Dutt Rudder : Economic Reforms in India – A Critique – S Chand, New Delhi.
8. Hedge: Environmental Economics, MaMillan.
9. K.V. Srivyya and V.R.M. Das : Indian Industrial Economy, Chand & Com.New Delhi 1977

T.Y. B.Com.

Defense Budgeting, Finance & Management Special Paper III
Subject Name -: Defense Budgeting, Finance & Management.
Course Code -: 306 – j.

Aim of the paper

One of the crying needs of the hour is to ensure that the National Security objectives are met-in a cost effective manner. Against such backdrop, the aim can be achieved by educating the students and disseminating the information and by giving the planners, decision makers and administrators all the information they need in an easily understandable form. By studying this paper students will understand all the financial aspects of budgetary and management systems in India.

Term I

Unit No.	Topic	Lectures
1.	Financial Management. a. Purpose, Planning, Control and Need. b. Salient Features of India's Economic System.	10
2.	Economic Theories of Defence. a. Concept of Public Good. b. Defence and Development. c. Basic Macro – Economic Concept.	10
3.	Government Financial System. a. Introduction – Principles, Structure Ministry of Finance, Parliament, Controller and Auditor General.	10
4.	Defence Budget Structure. a. Preparation. b. Allocation and Execution of Defence Budget.	08
5.	Financial Administration in Defence Services. a. Role of Financial Advisor. b. Defence Accounts Department. c. Structure of the Five Year Defence Plan and its Formulation, Approval and Execution.	10
Total		48

Term II

Unit No.	Topic	Lectures
6.	New Trends in India's Defence Expenditure. a. Understanding of the Defence Budget. b. Analysis of India's Defence Expenditure Since 1998. c. Impact of Expenditure on Defence Forces.	12
7.	Elements of War Potential. a. Economic Elements. b. Natural Resources and Raw Material. c. Manpower and its utility. d. Industrial Capacity. e. Foreign Aid as a Contributory Element.	12

8.	Effects of War. a. Economic Structure. b. Industry. c. Post War Problem.	12
9.	Challenges in Defence and Financial Management. a. System of Financial Management in Defence. b. Linkages between Planning and Budget. c. Arm Impacts vs. Indigenisation: Progress, Pitfalls and Impact on Defence Budget.	12
Total		48

Recommended Books	
1.	Raju G.C. Thomas, "The Defence of India: A Budgetary Perspective" (MacMillan Publication, New Delhi, 1978)
2.	Subramanyam K., "India's Security Perspective – Policy and Planning", (Lancer Books, New Delhi, 1991).
3.	Nanda Ravi, "National Security Perspective, Policy and Planning", (Lancer Books, New Delhi, 1991).
4.	Khanna D. D. and Malhotra P. N., "Defence vs. Development: A Case Study of India", (Indus Publication Company, New Delhi, 1993).
5.	Kennedy Gavin, "Defence Economics", (Gerald Duckworth & Co. Ltd, 1983).
6.	Ghosh Amiya, "India's Defence Budget & Expenditure Management in Wider Context", (Lancer Publication and Span Tech, Delhi, 1996).
7.	Dutta Meena and Sharma Jai Narayan, "Defence Economics", (Deep and Deep Publication, New Delhi)
8.	Deger S. & Sen S. "Military Expenditure in the Third World Countries: The Economic Effects", (Routlet & Kegan Paul, 1986).
9.	Agarwal Rajesh K., "Defence Production and Development", (Gulab Vazirani for Arnold Heinermann Publishers, 1978).
10.	Thomas Raju G. C., "Indian Security Policy", (Princeton, New Jersey, University Press, 1988).
11.	Robert Loony and David Winterford, "Economic Causes and Consequences of Defence Expenditure in the Middle East and South Asia", (University Press, 1995).
12.	Shrinivas V. N., "Budgeting for Indian Defence: Issues of Contemporary Relevance", (KW Publishers Pvt., Ltd., New Delhi – 2008).
13.	Annual Report, Ministry of Defence, Government of India.
14.	Report of the Finance Commission, Government of India.

T.Y. B.Com.

Insurance Transport and Clearance Special Paper III

Subject Name -: Insurance Transport and Clearance

Course Code -: 306 – k.

Objectives :

- 1) To understand the importance of travel and tourism industry.
- 2) To study the functions and working of various Travel Organizations.
- 3) To understand the marketing mix and recent trends of Global Tourism and Transport Business.

Term I

Unit	Topic	Lectures
1	Development of Tourism Planning for International Tour, Factors considers to travel and tourism business, planning for tour, Reservation, Group Tours, Currency ticket arraignment, Hotel Reservations	12
2	Functions and Working of Travel Organizations IATA (International Air Travel Agency) WTO (World Tourism Organization) IUTO (International Union of Travel Organization) TAAI (Travel Agents Association of India) PATA (Pacific Air Travel Association)	12
3	Tour Planning Requirement documents for foreign tour-Passport, Visa, Health clearance, reading of maps, Role of Embassy, City Guides, Whether conditions, comparative study of tourism in India and Other Countries.	12
4	Transport Means Current scenario of Railway, Road, Water and Air transport in India Significance of Transport in Indian Economy, Role of Air and water transport in global trade. Logistic Management- Elements, Features, Important of logistics management in Business and Industry	12
		Total- 48

Term II

1	Development of Tourism Role of Tour and Travel Agents- Advertisement, Publicity, Marketing of group tours, Knowledge of employer packages, schemes, LTC facility to employee, Designing of Package tours suitable to employees.	12
2	Tourism Knowledge of Popular Countries Thailand And Malaysia, Gulf and Dubai, Singapore and Hong Kong, U.K., Europe.	12

3	Reservation and Accommodation	12
	Holiday Homes, Campus, Rest Houses, Hotels, Hostels, motels, Clubs, Availability of Food and Catering Services at various sites	
4	Qualities Required for Tourism Business	12
	a. Product Knowledge	
	b. Customer Orientation	
	c. Communication skills	
	d. Analytical , ability skills	
	e. Motivation and Behavioral skills	
	f. Presentation skills	
	g. Personality Development and Behavioral Aspects	

Total 48

Recommended Books

- 1) Travel and Tourism Management – Foster Dougals, Macmillan London.
- 2) Service Marketing – Jha S.M., Himalaya Publishing House, Mumbai
- 3) Tourism and Travel Management – Bishwanath Ghosh, Vikash Publishing House
- 4) Tourism Management- Wahab & Salah, Tourism International Press, London.
- 5) Travel and Tourism Business Management – Dr.S.K.Wadekar
Shanti Prakashan, Ahemadabad (Gujrat)

T.Y. B.Com.
Computer Programming and Application Special Paper III
Subject Name -: Software Engineering.
Course Code -: 306 – I.

Objective:

- a. To understand the different system concepts used in Software Engineering.
- b. To learn the different types applications of Software Engineering.
- c. To know the facts about Software Development.

Term-I

Unit No.	Name of the Topic	Number of lectures	Reference Book
1	Introduction to System Concepts 1 Definition , Elements of System 2 Characteristics of System 3 Types of System 4 System Concepts	10	Book1
2	Requirement Analysis 1 Definition of System Analysis 2 Requirement Anticipation 3 Knowledge and Qualities of System Analyst 4 Role of a System Analyst 5 Feasibility Study And It's Types 6 Fact Gathering Techniques 7 SRS(System Requirement Specification)	14	Book1
3	Introduction to Software Engineering 1 Definition Need for software Engineering 2 Software Characteristics 3 Software Qualities (McCall's Quality Factors	10	Book2
4	Software Development Methodologies 1 SDLC (System Development Life Cycle) 2 Waterfall Model 3 Spiral Model 4 Prototyping Model 5 RAD MODEL	14	Book2
	Total Lectures	48	

Term-II

Unit No.	Name of the Topic	Number of lectures	Reference Book
-----------------	--------------------------	---------------------------	-----------------------

5	Analysis and Design Tools 1 Entity-Relationship Diagrams 2 Decision Tree and Decision Table 3 Data Flow Diagrams (DFD) 4 Data Dictionary Elements of DD, Advantage of DD 5 Pseudo code 6 Input And Output Design 7 CASE STUDIES (Based on Above Topic solve min.5 case studies)	16	Book1, Book2
6	Structured System Design 1 Modules Concepts and Types of Modules 2 Structured Chart 3 Qualities of Good Design Coupling, Types of Coupling, Cohesion, Types of Cohesion 4 CASE STUDIES (Based on Above Topic solve min.5 case studies)	14	Book1 and Book2
7	Software Testing 1 Definition, Test characteristics 2 Types of testing Black-Box Testing, White-Box Testing, Unit testing, Integration testing 3 Validation 4 Verification 5 Testing Tools	10	Book1 and Book2
8	Risk Management 1 Software risk 2 Risk identification 3 Risk projection	08	Book1
	Total Lectures	48	

Recommended Books:

- 1) Software Engineering - Roger s. Pressman.
- 2) SADSE (System Analysis Design) - Prof. Khalkar and Prof. Parthasarathy.