

NOTIFICATION

No. 65/2020

Date :- 23/9/2020

Subject :- Continuation of Prospectus No.20181121 of M.A.(Translation Hindi)

It is notified for information of all concerned that the Prospectus No.20181121 prescribed for M.A.(Translation Hindi) Examination of Winter-2018 & Summer-2019 which was implemented from the academic session 2018-2019 shall be continued for M.A.(Translation Hindi) Examination of Winter-2020 & Summer-2021 with following corrections.

Sr.No. Reference in Prospectus No.	Corrections / Deletion / Additions Substitutions.
1. 20181121 M.A.(Translation Hindi)	The Syllabus prescribed for M.A.(Translation Hindi) the corrections/deletion/ substitutions be made in Semester-III & Semester-IV as per the Appendix-A appended herewith

Sd/-
Registrar
Sant Gadge Baba Amravati University.

Appendix-A

एम.ए.भाग-२ प्रश्नपत्र १ ते ४ मध्ये बदल करण्याबाबत.. (अभ्यासक्रमिका क्र.२०१८११२१)

- १) पेज क्र.११ वरील ओळ क्र.४ वरील ब) रामचंद्र शुक्ल वगळण्यात येवून त्याऐवजी डॉ.भोलानाथ तिवारी वाचण्यात यावे. ई) मैथिलीशरण गुप्त ऐवजी गोस्वामी तुलसीदास वाचण्यात यावे. ४) इकाई समोर अ) करण्यात यावे. ४) इकाई मध्ये ब) अनुवाद संबंधी विचार- एडवर्ड फिट्जजेरॉल्ड, डॉ.राजेन्द्र प्रसाद, महादेवी वर्मा असे वाचण्यात यावे.
प्रश्न -१ चतुर्थ सत्र इकाई-३ मध्ये ई) भोलानाथ तिवारी ऐवजी मैथिलीशरण गुप्त व आ. रामचंद्र शुक्ल असे वाचण्यात यावे.

- २) पेज क्र.१२ वरील ओळ क्र.४ मध्ये अनुवाद की समस्याए एवं समाधान करण्यात यावे. अंक विभाजन मध्ये दीर्घोत्तरी प्रश्नासमोर $2 \times 16 = 32$ ऐवजी $3 \times 16 = 48$ असे वाचण्यात यावे. २) अनुवाद व्यवहार $2 \times 8 = 16$ ही ओळ वगळण्यात यावी. सूचना मध्ये क्र.१) वरील दो ऐवजी तीन करण्यात यावे. करना या शब्दासमोर -होगा जिसमें क्षेत्रों के उदा.डालना - या शब्दाचा समावेश करण्यात यावा.

प्रश्नपत्र — २ , चतुर्थ सत्र मध्ये अनुवाद की समस्याए एवं समाधान करण्यात यावे. १) दीर्घोत्तरी प्रश्ना समोर $2 \times 16 = 32$ ऐवजी $3 \times 16 = 48$ असे वाचण्यात यावे. २) अनुवाद व्यवहार $2 \times 8 = 16$ ही ओळ वगळण्यात यावी. सूचना मध्ये क्र.१) वरील दो ऐवजी तीन करण्यात यावे. करना या शब्दासमोर -होगा जिसमें क्षेत्रों के उदा.डालना- या शब्दाचा समावेश करण्यात यावा.

- ३) पेज क्र.१६ वरील एम.ए.भाग-२ (अनुवाद हिंदी) प्रश्नपत्र — ४ तृतीय सत्र अनुवाद परियोजना / विनिबंध एवं मौखिकी वगळण्यात येवून त्या ऐवजी खालीलप्रमाणे दिलेला बदल वाचण्यात यावा.

एम.ए.भाग-२ (अनुवाद हिंदी)
प्रश्नपत्र-४ तृतीय सत्र
अनुवाद प्रायोगिक / व्यावहारिक कार्य

इकाई १.	अंग्रेजी से हिंदी अनुवाद व्यवहार
इकाई २	हिंदी से अंग्रेजी अनुवाद व्यवहार
इकाई ३	मराठी से हिंदी अनुवाद व्यवहार
इकाई ४	हिंदी से मराठी अनुवाद व्यवहार
इकाई ५	वस्तुनिष्ठ प्रश्न : सामान्य हिंदी - सामान्य अंग्रेजी से प्रश्न पूछे जायेंगे

निम्नलिखित क्षेत्रों में से उपर्युक्त चार इकाईयों के लिए पेपर में अनुवाद के अवतरण लेना अनिवार्य होगा
क्षेत्र १. साहित्यिक अनुवाद २. साहित्येतर अनुवाद.

१. साहित्यिक — कथा, कहानी, नाटक, निबंध, कविता, उपन्यास, रेखाचित्र, संस्मरण, यात्रावृत्तांत, समीक्षा, संक्षिप्त अनुवाद (सारानुवाद- मराठी से हिंदी)
२. साहित्येतर — कार्यालयीन प्रशासनिक (पत्र), तकनीकी, इतिहास, समाज-विज्ञान, गणित विज्ञान, राजनीतिशास्त्र, दर्शनशास्त्र, पर्यावरण, शिक्षा, वाणिज्य (बैंक, बीमा, अर्थशास्त्र), सर्जनात्मक साहित्य, जनसंचार माध्यम (दृश्य- श्रव्य माध्यमों में लेखन, मीडिया लेखन, पटकथा लेखन)

अंक विभाजन —

इकाई १- अवतरण	2 x 16	= 32
इकाई २- अवतरण	2 x 8	= 16
इकाई ३- अवतरण	1 x 8	= 08
इकाई ४- अवतरण	1 x 8	= 08
इकाई ५- अवतरण	1 x 16	= 16

80

आंतरिक मूल्यांकन — प्रायोगिक कार्य

- १) निबंध - अंग्रेजी और हिंदी — १०
- २) अवतरण — हिंदी से मराठी — १०

कुल अंक — १००

सूचना —

- अ) १) इकाई एक से कुल तीन अवतरण पूछे जायेंगे, जिनमें से दो हल करना अनिवार्य होगा. इस इकाई के अवतरण के लिए ३०० शब्दों का अवतरण होना अनिवार्य है.
 - २) इकाई दो से कुल तीन अवतरण पूछे जायेंगे, जिनमें से दो हल करना अनिवार्य होगा इस इकाई के अवतरण के लिए १०० शब्दों का अवतरण होना अनिवार्य है
 - ३) इकाई तीन से कुल दो अवतरण पूछे जायेंगे, जिनमें से एक हल करना अनिवार्य होगा इस इकाई के अवतरण के लिए ५० शब्दों का अवतरण होना अनिवार्य है
 - ४) इकाई चार से कुल दो अवतरण पूछे जायेंगे, जिनमें से एक हल करना अनिवार्य होगा. इस इकाई के अवतरण के लिए ५० शब्दों का अवतरण होना अनिवार्य है
 - ५) इकाई पाँच से कुल सोलह वस्तुनिष्ठ प्रश्न पूछे जायेंगे, जिसमें सामान्य अंग्रेजी- सामान्य हिंदी से वस्तुनिष्ठ प्रश्न पूछे जायेंगे
 - ब) छात्रों को एम.ए.(अनुवाद हिंदी) भाग-२, प्रश्नपत्र — ४ के लिए परीक्षा भवन में कोश ग्रंथो (Dictionary) के उपयोग की छूट होगी
- ४) पेज नं. १७ मध्ये एम.ए.भाग-२ (अनुवाद हिंदी) प्रश्नपत्र — ४ चतुर्थ सत्र अनुवाद परियोजन / विनिबंध एवं मौखिकी नंतर प्रश्न २० अंक पर्यंतचा भाग वगळण्यात येवून त्या ऐवजी खालीलप्रमाणे दिलेला बदल वाचण्यात यावा.

एम.ए.भाग-२ (अनुवाद हिंदी)

प्रश्नपत्र — ४

चतुर्थ सत्र

अनुवाद परियोजना / विनिबंध एवं मौखिकी

- १) अनुवाद परियोजना विश्वविद्यालय द्वारा निर्दिष्ट शिक्षक की देखदेख में ८० अंक
 - क) किसी प्रयुक्ति विशेष के कम से कम ३० पृष्ठ (एक पृष्ठ में ३०० शब्द होना अनिवार्य है) सामग्री का अंग्रेजी से हिंदी में अनुवाद ६० अंक
 - ख) आधुनिक भारतीय भाषा (इस विश्वविद्यालय में मराठी भाषा) की १० पृष्ठ (एक पृष्ठ में ३०० शब्द होना अनिवार्य है) सामग्री का मराठी से हिंदी में अनुवाद २० अंक

अथवा

विनिबंध पुनरानुवाद / दोष-विश्लेषण / तुलनात्मक मूल्यांकन / पुनरीक्षण (Vetting) आदि किसी एक का विस्तृत विश्लेषण

- २) मौखिकी- अनुवाद सिद्धांत, पारिभाषिक शब्दावली, अनुवाद के क्षेत्र में सामाजिक-सांस्कृतिक परिवेश संबंधी भाषागत समस्याएं आदि पर प्रश्न — २० अंक

सूचना —

१. प्रश्नपत्र-४ के अंतर्गत अनुवाद परियोजना के लिए ८० अंक और मौखिकी के लिए २० अंक होंगे
२. अनुवाद परियोजना कार्य के लिए मार्गदर्शक हिंदी विभाग के स्वीकृत प्राध्यापक होंगे
३. इस प्रश्नपत्र के लिए एक मार्गदर्शक के अंतर्गत कुल पाँच से अधिक विद्यार्थी नहीं होने चाहिए .
४. छात्रों को १५ मार्च तक अनुवाद परियोजना कार्य विभाग में जमा करना अनिवार्य है . अनुवाद परियोजना कार्य लगभग अंग्रेजी से हिंदी अनुवाद ३० पृष्ठ और मराठी से हिंदी अनुवाद १० पृष्ठ होना अनिवार्य है .
५. किसी एक बाह्य परीक्षक से पाँच से अधिक अनुवाद परियोजना का परीक्षण न किया जाएँ
६. अनुवाद परियोजना के परीक्षण और मौखिकी के लिए बाह्य परीक्षक की सूची विश्वविद्यालय से भेजी जाएगी
७. अनुवाद परियोजना संबंधित सभी अधिकार विश्वविद्यालय के अधिन ही रहेंगे .

५) सूचना —

- अ) १) इकाई एक से कुल तीन अवतरण पूछे जायेंगे , जिनमें से दो हल करना अनिवार्य होगा . इस इकाई के अवतरण के लिए ३०० शब्दों का अवतरण होना अनिवार्य है .
- २) इकाई दो से कुल तीन अवतरण पूछे जायेंगे , जिनमें से दो हल करना अनिवार्य होगा इस इकाई के अवतरण के लिए १०० शब्दों का अवतरण होना अनिवार्य है
- ३) इकाई तीन से कुल दो अवतरण पूछे जायेंगे , जिनमें से एक हल करना अनिवार्य होगा इस इकाई के अवतरण के लिए ५० शब्दों का अवतरण होना अनिवार्य है
- ४) इकाई चार से कुल दो अवतरण पूछे जायेंगे , जिनमें से एक हल करना अनिवार्य होगा . इस इकाई के अवतरण के लिए ५० शब्दों का अवतरण होना अनिवार्य है
- ५) इकाई पाँच से कुल सोलह वस्तुनिष्ठ प्रश्न पूछे जायेंगे, जिनमें दिये गये सभी प्रश्नों को हल करना अनिवार्य होगा
- ब) छात्रों को एम.ए.(अनुवाद हिंदी) भाग-२ , प्रश्नपत्र — ४ के लिए परीक्षा भवन में कोश ग्रंथो (Dictionary) के उपयोग की छूट होगी

NOTIFICATION

No. 62/2017

Date : 29 June, 2017

Subject : Implementation of Credit & Grade System to the course M.Com. Semester I to IV in the Faculty of Commerce & Management.

It is notified for general information of all concerned that, the authorities of the University have accepted and decided to implement the Credit & Grade System to M.Com. Semester I to IV from the session 2017-2018 & onwards.

Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati.

NOTIFICATION

No. 63/2017

Date : 29 June, 2017

Subject : Implementation of New Syllabi of Various Courses/Subjects as per semester and credit & Grade System in the Faculty of Commerce & Management from the session 2017-2018 & onwards.

It is notified for general information of all concerned that, the authorities of the University has accepted Semester & Credit & Grade System syllabi of various Course/ Subjects of **B.B.A. Part-I, Semester-I & Semester - II** mentioned in column No.2 and which is to be implemented stagewise from the session 2017-2018 and onwards with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the new syllabi.
1	2	3
	<u>B.B.A. Semester- I & II</u>	
1.	Business Communication	The Syllabi prescribed for the subject Business Communication which is appended herewith as Appendix - A
2.	Business Law	The Syllabi prescribed for the subject Business Law which is appended herewith as Appendix - B
3.	Business Environment	The Syllabi prescribed for the subject Business Environment which is appended herewith as Appendix - C
4.	Principles of Economics	The Syllabi prescribed for the subject Principles of Economics which is appended herewith as Appendix - D
5.	Financial Services	The Syllabi prescribed for the subject Financial Services which is appended herewith as Appendix - E
6.	Basic of Accounting	The Syllabi prescribed for the subject Basic of Accounting which is appended herewith as Appendix - F
7.	Business Mathematics & Statistics	The Syllabi prescribed for the subject Business Mathematics & Statistics which is appended herewith as Appendix - G
8.	Fundamental of Accounting	The Syllabi prescribed for the subject Fundamental of Accounting which is appended herewith as Appendix - H
9.	Creativity and Innovation	The Syllabi prescribed for the subject Creativity and Innovation which is appended herewith as Appendix - I
10.	Principles of Business Management	The Syllabi prescribed for the subject Principles of Business Management which is appended herewith as Appendix - J

Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati.

Appendix- A

B.B.A. Part I

Semester I

102 Business Communication

Unit I : Business Communication

- 1.1 Meaning, Definition, objectives and Importance of Business Communication
- 1.2 Principle of Effective Communication in Business
- 1.3 Types of Communication
- 1.4 Barriers of Business Communication & Its Measures

Unit II : Business Correspondence

- 2.1 Meaning, Importance, Layout of Business Letter
- 2.2 Do's and Don'ts of Business Correspondence Letter
- 2.3 Types of Business Letters. Enquiry Letters, Quotation Letters, Placing Orders, Inviting Tenders, Credit and Status Enquiry letters Complaint Letters and Circular Letters.

Unit III : Employment Related Correspondence

- 3.1 Importance, Structure & Drafting the Application Letter
- 3.2 Preparing the Resume
- 3.3 Letter of Appointment
- 3.4 Resignation & Job Refusal Letter
- 3.5 Job Acceptance/Consent Letter

Unit IV: Soft Skills

- 4.1 Meaning Elements and Importance of Soft Skills.
- 4.2 Grooming Manners and Etiquettes
- 4.3 Effective Speaking
- 4.4 Interview Skills
- 4.5 Group Discussion
- 4.6 Oral Presentation

Unit V : Modern Technology in Business Communication

- 5.1 Role of Information Technology in Business Communication
- 5.2 Advantages and Disadvantages
- 5.3 Word Processor, Internet, E-mail, Fax Video Conferencing, Tele-Conferencing
- 5.4 Overhead Projector, LCD

Reference Books:

- Raman S. & Swami R. Business Communications, Professional Publications Madras
- R.C. Sharma & Krishan Mohan, Business Correspondence & Report Writing. Tata McGraw Hill Delhi.
- Nandanwar P. Ninawe A.S. & Nandanwar S.P. Essential of Business Communication, Prashant Publication, Jalgaon.
- Paul, Business Communication, Prentice Hall, New Delhi.
- Murphy & Pec, Effective Business Communications, Tata McGraw Hill, New Delhi.

Appendix- B

B.B.A. Part I

Semester II

201 Business Law

Unit I :

Law of Contract 1872 : Nature of Contract, Classification, Offer & Acceptance, Capacity of Parties of Contract, Free Consent. Legality of Object, Agreement Void, Performance of Contract Discharge of Contract Remedies of Breach of Contract.

Unit II :

Sales of Good Act 1930 : Formation of Contracts of Sales, Good & their Classification, Price, Conditions & Warranties, Transfer of Property in Goods, Performance of the Contract of Sales, Unpaid Seller & His Rights. Sales by Auction. Hire Purchases Agreement.

Unit III :

Negotiable Instruments Act 1881 : Definition of Negotiable Instruments, Gestures, Promissory Note, Bill of Exchange & Cheque- Holder & Endorser in the Due Course, Crossing of Cheque, Types of Crossing Negotiation, Dishonour & Discharge of Negotiable Instrument.

Unit IV :

Consumer Protection Act 1986 : Salient Features, Definition of Consumer, Grievance Redressal / Machinery.

Unit V :

Goods And Services Tax (GST) : Introduction, Concept & Meaning of GST, Effects of GST, GST Legislation. Good & Service Tax Network, Migration of the existing Taxpayers to GST Regime.

Reference Books

- R.S. Davar, P.M. & I.R. Vyas Publication, Delhi
- P.C. Tripathi, P.M.S. Chand & Sons, Delhi
- N.D. Kapoor, Industrial Law, S. Chand & Sons, Delhi
- Chandra P.R. Business Law, Golgotia, New Delhi
- S.C. Tripathi, Consumer Protection Act, Central Law Publication, Delhi.

B.B.A. Part - I

Appendix- C

Semester I

BUSINESS ENVIRONMENT

Unit I : INTRODUCTION

- 1.1: Concept, Nature and Scope of Business.
- 1.2: Forms of Business Organizations.
- 1.3: Industry: Types of Industries, Industrial Structure.
- 1.4: Business Environment : Concept, Meaning, Nature, Scope and Importance.
- 1.5: Components of Business Environment.

Unit II: INDIAN BUSINESS ENVIRONMENT

- 2.1: National Income : Meaning, Measurement and Inequality.
- 2.2: Consumption and Propensity to Consume.
- 2.3: Saving and Investment and their propensity.
- 2.4: Parallel Economy : Meaning, Causes, effects.
- 2.5: Concept & Meaning of Balance of Trade & Balance of Payment

Unit III: TRENDS IN INDIAN ECONOMY

- 3.1: LPG: Meaning and its impact on Indian Economy.
- 3.2: FDI : Meaning and its impact on Indian Economy.
- 3.3: Foreign Trade : Concept and Features.
- 3.4: Foreign Trade policy.
- 3.5: Trends in foreign trade of India.

Unit IV : ROLE OF GOVERNMENT

- 4.1: Foreign Trade and Economic Growth.
- 4.2: Problems Related to Business of developing Countries.
- 4.3: Role of finance in Business.
- 4.4: Make in India and Start Ups.
- 4.5: Entrepreneurship and skill development.

Unit V : FOREIGN INSTITUTIONS:

- 5.1: WTO : Introduction, Organisation, Functions, Significance.
- 5.2: IMF : Introduction, Organisation, Functions, Significance.
- 5.3: MNCs : Definition & Meaning, Merits, Demerits, Role of MNCs.
- 5.4: SEZ : Meaning, Role of SEZ in Economic Development.
- 5.5: Foreign collaboration : Meaning, Concept & forms.

Books Recommended :-

- 1 The International Business Environment : Sundaran & Black Prentice Hall, New Delhi.
- 2 Indian Economy : Agrawal. A.N. - Vikas Publishing House, New Delhi.
- 3 Environment of Economics : Edgell-McMillan, Hampshire.
- 4 International Business : Bhalla V. & Shivaramu, New Delhi.
- 5 Indian Economy : Dulf R., Sundarama, S Chand, Delhi.
- 6 Global Business Management : Macmillan, New Delhi.
- 7 Environment of Economics : Ford University Press, New Delhi.
- 8 Indian Economy : Mishra S. & Puri V., Himalaya Publishing House, New Delhi.
- 9) व्यवसाय पर्यावरण- डॉ. आत्माराम पळवनीकर
- 10) भारतीय नियोजन आणि आर्थिक विकास — डॉ. श्री. आ. देशपांडे, विद्या प्रकाशन नागपुर.

B.B.A. Part - I

Appendix- D

Semester II

PRINCIPLES OF ECONOMICS

Unit I : INTRODUCTION

- 1.1: Definition of Economics : Adam Smith, Marshall, Robbins, J. M. Mehta, Amratya Sen.
- 1.2: Economic Laws: Nature, Characteristics, Limitation, and Importance.
- 1.3: Micro Economics : Meaning, Scope, Importance and Limitations.
- 1.4: Macro Economics : Meaning, Scope, Importance and Limitations.
- 1.5: Basic Problems of Indian economy.

Unit II : UTILITY APPROACH

- 2.1: Utility : Meaning, Definition, Diminishing marginal utility Theory.
- 2.2: Demand: Meaning, Law of Demand, Change in Demand.
- 2.3: Indifference Curve: Concept and Characteristics.

2.4: Elasticity of Demand: Meaning , Concept , Types , Measurements.

2.5: Determinants and Importance of Elasticity of Demand.

Unit III : COST AND REVENUE

3.1: Cost : Meaning and Types of cost.

3.2: Cost Curves : Nature of cost curves in short run.

3.3: Nature of cost curves in long run.

3.4: Revenue : Total, Average and, Marginal Revenue , Revenue Curves.

3.5: Supply : Concept , Nature , Law of Supply.

Unit IV : PRODUCTION

4.1: Meaning and characteristics of factors of production.

4.2: ISOPRODUCTS : Meaning and characteristics.

4.3: Law of variable proportion.

4.4: Market structure : Meaning , Types and characteristics.

4.5: Internal and External Economics and Diseconomies.

Unit V : DISTRIBUTION

5.1: Meaning of distribution and Theory of Marginal distribution.

5.2: Rent : Ricardian and Modern theory of Rent, Quasi Rent.

5.3: Wages : Meaning , Types , Determinants of wages.

5.4: Interest : Meaning , Types , Theories of Interest.

5.5: Profit : Meaning , Types , Theories of profit.

Reference Books:

1. Ahuja P.L : Business Economics : S.Chand & Co. New Delhi.

2. Business Economics : Dr.G.N. Ramare Pimpalpure & Co.publisher ,Nagpur.

3. P.M.Sundharam : Micro Economics P.S. Chand and Sons. E.N.Sundharam.

4. M.L.Jhingam : Micro Economics Theory , Sonar Publishers, Delhi.

5. Misra Puri : Economics of Growth and Development P. Himalaya, Bombay.

Business Economics : Dr.Sudhir Bodhanwar , Dr. Medha Ranekar , Shri.Sainath

Praashan , Nagpur.

Appendix- E

**B.B.A. Part - I
Semester II
FINANCIAL SERVICES**

Unit I : INTRODUCTION TO FINANCE

1.1 : Meaning , Nature and scope of finance.

1.2 : An overview and significance of finance.

1.3 : Sources of finance.

1.4 : Kinds of finance.

1.5 : Role of finance in Indian Economy.

Unit II : INTRODUCTION TO FINANCIAL SYSTEM

2.1 : Concept , Meaning and Nature of financial system.

2.2 : Structure of financial system.

2.3 : Indian money market concept , features , objectives and components.

2.4 : Indian capital market concept , features , objectives and components.

2.5 : Role and current trends of Money Market and Capital market in Indian financial system.

Unit III : INTRODUCTION TO FINANCIAL SERVICES.

3.1 : Concept , Meaning , Nature and scope of financial services.

3.2 : Financial services Features, objectives and significance to corporate sector.

3.3 : Financial services - Features , objectives to Industrial sector and significance.

3.4 : Financial services - Features , objectives and significance to Agriculture sector.

3.5 : Financial services - Features , objectives and significance to Micro sector.

Unit IV : BANKING FINANCIAL SERVICES

4.1 : Commercial Banking services forms & significance.

4.2 : Investment services - forms , significance.

4.3 : Exchange services - forms , significance.

4.4 : Stock Market services operations , significance.

4.5 : Operational Instruments ATM , Debit and credit card , E-Banking , Net Banking Mobile Banking , Cashless operations.

Unit V : OTHER FINANCIAL SERVICES

5.1 : Underwriting and Brokerage of financial services.

5.2 : Inter Mediation and Advisory services.

5.3 : Introduction to financial services to EIM Trade.

5.4 : Management of Risk in financial services.

5.5 : Regulation of other financial services.

Reference Books :

1. Khan.M. Indian Financial System Theory and Practice , Tata McGraw Hill New Delhi.

2. Bhalla.V.- Management of Financial Services, Anmol ,New Delhi 2001.

3. Ennew.C.Treror atkins & Mize right Marketing of Financial Services, Weinmann Professional Pub.1990.

4. Garden.E and N.Natrajan Emerging scenario of financial services, Himalaya Publishing House.1997.

5. Report of currency & finance .

6. RBI : Bulletins.

Appendix- F

B.B.A. Part - I

Semester II

BASICS OF ACCOUNTING

Unit : I

Introduction of Accounting , Meaning , Nature , Function and Usefulness , Accounting Concept and Conventions , Double Entry Accounting system , Accounting Standards, concept and objectives, Branch of Accounting .

Unit : II

Journal Entry , Ladger, Trial Balance & Subsidiary Books., Rectification of error.

Unit : III

Final Accounts of sole Traders.

Unit : IV

Accounts of Joint Venture, Bill of Exchange and accommodation bill.

Unit : V

Depreciation: Accounting Straight line Method , Reducing Balance Method , Depreciation Fund Method , Annuity Method.

Reference Books :

1 J.R.Botliboi : Advanced Accountancy

2 R.R.Gupta : Advanced Accountancy

3 Shukla & Grewal : Advanced Accountancy

4 A.N.Agarwal : Higher Science of Accounting

5 R.L.Gupta, V.K.Gupta : Advanced Accounting

Appendix- G

B.B.A. Part - I

Semester I

BUSINESS MATHEMATICS & STATISTICS

Unit : I

1.1 : Natural Numbers , Integers HCF & LCM on two or more Integers.

Linear Equation in one and two Variables Method with application.

1.2 : Ratio, Proportion and percentage , Direct and inverse proportion.

1.3 : Mathematics of finance : Simple interest , Compound interest.

Concept of present value and amount of a sum of annuities , Types of annuities , present value and amount of an annuity including the case of continuous compounding.

Unit : II

Integration Definite & indefinite Integral Rules of integration substitutional integration by parts partial fraction complete square properties of definite integral.

Unit : III

3.1 : Definitions of Statistics , Subject matter of statistics.

Statistical methods , Nature and limitations of statistics, Collection of statistical data, classification Tabulation and presentation of data.

3.2 : Measure of central Tendency , mean , mode , median.

Unit : IV

Measures of Dispersion and Skewness , Index Number.

Unit : V

Correlation Analysis , Grouping method and simple method.

Reference Books :

1 D.N.Elhance : Fundamental of Statistics

2 B.M.Asthana : Applied Statistics in India

3 S.S.Shrivastav : Introduction to Statistics

4 S.P.Gupta : Statistical Methods

Appendix- H

B.B.A. Part - I

Semester II

FUNDAMENTALS OF ACCOUNTING

Unit : I

Accounts of Non-trading concerns.

Unit : II

Accounts of Self Balancing Ledgers and single entry system.

Unit : III

Account of hire purchases and instalment purchase system.

Unit : IV

Branch Accounting and Departmental Accounting.

Unit : V

Accounts of Insolvent Individuals.

Reference Book:

- 1 J.R. Botliboi : Advanced Accountancy
- 2 R.R. Gupta : Advanced Accountancy
- 3 Shukla & Grewal : Advanced Accountancy
- 4 A.N. Agarwal : Higher Science of Accounting
- 5 R.L. Gupta, V. Gupta : Advanced Accounting

Appendix- I

B.B.A. Part - I

Semester I

CREATIVITY AND INNOVATION

Unit -1 Idea

- 1.1 Idea Concept, Meaning and Nature
- 1.2 Idea Evaluation, Generalisation and Execution
- 1.3 Idea in Reality
- 1.4 Identification of Critical Issues
- 1.5 Solution of Critical Issues

Unit 2 Incubation

- 2.1 Incubation Concept, Meaning, Nature and Importance
- 2.2 Facilitate Incubation
- 2.3 Incubation Process and Creativity
- 2.4 Facilitate Creativity and Innovation
- 2.5 Creativity in Organisation

Unit 3 Creativity

- 3.1 Climate for Creativity Meaning and Definition of creativity
- 3.2 Creating and Creative Environment
- 3.3 Keeping Creative People Creative
- 3.4 Creativity in Teams
- 3.5 Managing Creative Employee

Unit 4 Innovation

- 4.1 Meaning, Definition and Importance
- 4.2 Climate for Innovation in Enterprise
- 4.3 Leading for Creativity and Innovation
- 4.4 Maturity Life Cycle
- 4.5 Competitive Advantage of Innovation

Unit 5 Renovation

- 5.1 Meaning, Definition, Role and Scope
- 5.2 Creativity to Innovation
- 5.3 Role of Champions in Renovation
- 5.4 Thinking Differently For Innovation
- 5.5 Communicating Innovation

Reference :

1. **The Act of Creation** by Arthur Koestler.
2. **Creativity in Product Innovation** by Jacob Goldenberg and David Marsky.
3. **Creative Cognition : Theory, Research and Applications** by Ronald A. Finke, Thomas B. Ward and Steven M. Smith.
4. **The Creative Mind: Myths and Mechanisms** by Margaret A. Boden.
5. **Mastering the Dynamics of Innovation** by James M. Utterback.
6. **Think Before It's Too Late** by Edward de Bono.
7. **The Progress Principle: Using Small Wins to Ignite Joy, Engagement and Creativity at Work**, Teresa Amabile and Steven Kramer.
8. **The Progress Principle: Using Small Wins to Ignite Joy, Engagement and Creativity at Work Hardcover- July 1, 2011**, Teresa Amabile, Steven Kramer.
9. **Motivation for Creative People: How to Stay Creative While Gaining Money, Fame, and Reputation** Kindle Edition, Mark McGuinness.

B.B.A. Part - I

Semester II

PRINCIPLES OF BUSINESS MANAGEMENT

Unit -1 Business Management

- 1.1 Business Meaning Nature and Business Organization
- 1.2 Business Management :- Concept, Meaning, Nature and Management Process
- 1.3 Contribution of F.W. Taylor
- 1.4 Contribution of Henry Fayol
- 1.5 Contribution of Elton Mayo

Unit -2 Planning

- 2.1 Planning- Meaning, Nature ,and Importance
- 2.2 Types of Planning
- 2.3 Planning Procedure
- 2.4 Planning Policies
- 2.5 Strategic Planning

Unit 3 Organizing

- 3.1 Organization- Meaning, Nature and Scope
- 3.2 Organization and Structure
- 3.3 Horizontal Organization
- 3.4 Vertical Organization
- 3.5 Line and Staff Organization

Unit 4 Directing

- 4.1 Direction- Meaning, Nature, Scope and Importance
- 4.2 Principles of Direction
- 4.3 Forms of Direction
- 4.4 Direction Mechanism
- 4.5 Direction- Horizontal and vertical

Unit 5 Controlling

- 5.1 Control- Concept, Meaning, Nature and Role
- 5.2 Process of Control
- 5.3 Techniques of Control
- 5.4 Effective Control System
- 5.5 Control Mechanism

NOTIFICATION

No. 61/2017

Date : 29 June, 2017

Subject : Implementation of New Syllabi of Various Course/Subjects as per semester and credit & Grade System in the Faculty of Commerce & Management from the session 2017-2018 & onwards.

It is notified for general information of all concerned that, the authorities of the University has accepted Semester & Credit & Grade System syllabi of various Course/ Subjects of **B.Com. Part-I, Semester- I & Semester - II** mentioned in column No.2 and which is to be implemented stagewise from the session 2017-2018 and onwards with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the new syllabi.
1	2	3
<u>B.Com. Semester- I & II</u>		
1.	Compulsory English	The Syllabi prescribed for the subject Compulsory English which is appended herewith as Appendix - A
2.	Supplementary English	The Syllabi prescribed for the subject Supplementary English which is appended herewith as Appendix - B
3.	Hindi	The Syllabi prescribed for the subject Hindi which is appended herewith as Appendix - C
4.	Sanskrit	The Syllabi prescribed for the subject Sanskrit which is appended herewith as Appendix - D
5.	Marathi	The Syllabi prescribed for the subject Marathi which is appended herewith as Appendix - E
6.	Urdu	The Syllabi prescribed for the subject Urdu which is appended herewith as Appendix - F
7.	Pali	The Syllabi prescribed for the subject Pali which is appended herewith as Appendix - G
8.	Computer Fundamental Operating System- I & II	The Syllabi prescribed for the subject Computer and Fundamental and Operating System- I & II which is appended herewith as Appendix - H
9.	Principles of Economics	The Syllabi prescribed for the subject Principles of Economics which is appended herewith as Appendix - I
10.	Business Economics	The Syllabi prescribed for the subject Business of Economics which is appended herewith as Appendix - J
11.	Advanced Accountancy	The Syllabi prescribed for the subject Advanced Accountancy which is appended herewith as Appendix - K
12.	Financial Accounting	The Syllabi prescribed for the subject Financial Accounting which is appended herewith as Appendix - L
13.	Principles of Business organization	The Syllabi prescribed for the subject Principles of Business organization which is appended herewith as Appendix - M
14.	Principles of Business Management	The Syllabi prescribed for the subject Principles Management of Business Management which is appended herewith as Appendix - N

Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati.

□ Compulsory English □
B. Com. □
Semester □ |

Theory :- 80 Marks

Time :- Hours

Text Prescribed for study : □A□S OF LETTE□S

As per model curriculum of the U.G.C. for B.Com. Part-I and published by Raghav Publisher and Distributors, Mahal, Nagpur. □

Unit I : PPOSE

1. The Eyes are not Here ☐ Ruskin Bond
2. The Romance of a Busy Broker ☐ O. Henry

Unit II

: PROPOSE

3. Bores ☐ E. Lucas
4. The Lost Child ☐ Mulk Raj Anand

Unit III : POET ☐ ☐

- | | | |
|---------------------|--------------------------|--------------------|
| 1. The world is too | <input type="checkbox"/> | William Wordsworth |
| Much with us | | |
| 2. Once Upon a time | <input type="checkbox"/> | Gabriel Okara |
| 3. If | <input type="checkbox"/> | Rudyard Kipling |

Unit IV : G \square AMMA \square strictly based on the prescribed text \square

- A. Change the Narration
- B. Articles
- C. Synonyms & Antonyms
- D. Tense Forms

Unit V : BUSINESS CORRESPONDENCE AND BOOKING SKILLS

☐ As given in the prescribed text.

- A. ☐ Letter ☐ Writing ☐ Formal & Informal ☐
 i ☐ Formal
 Applications for Job/Complaint/Order
 ii ☐ Informal/ Personal ☐ Letters
 B ☐ Resume ☐ Writing

Distribution of Marks ☐ 80 : 20 ☐

A Theory 80 Marks

Textual Components :

Que. 1 POSE

Any two long answer questions to be attempted out of four each carrying eight marks .

2816 Marks

☐ ue. 2- POET ☐ ☐

Any Four short answer questions to be attempted out of Six each carrying four marks.

4416 Marks

☐ ue. ☐ GAMMA ☐ TEXTUAL ☐

- | | | | | | | |
|---|----------------------|---------------------------------------|----------|---|---|---------|
| a | Change the narration | Two Questions carrying two marks each | Articles | 2 | 2 | 4 Marks |
| b | Articles | Four Questions carrying one mark each | | 4 | 1 | 4 Marks |
| c | Synonyms & Antonyms | Four Questions carrying one mark each | | 4 | 1 | 4 Marks |
| d | Tense Forms | Four Questions carrying one mark each | | 4 | 1 | 4 Marks |

☐ ue. ☐ BUSINESS CO ☐ ESPONDENCE AND ☐ ITING SKILLS

a Letter Printing

- i) Formal Letters
Application for Job/Complaint/Order
Any one out of two 5 1 5 Marks
- ii) Informal Letters/Personal Letters
Any one out of two 5 1 5 Marks

Resume Writing

B Internal Assessment

- | | | |
|----|-----------------|-----------|
| i | Class Test | 10 Marks. |
| ii | Home Assignment | 10 Marks. |

☐ Marks
20 Marks



B.Com. I
Semester II
Compulsory English

Theory :- 80 Marks

Time :- 3 Hours

Text Prescribed for study : A S OF LETTERS

As per model curriculum of the U.G.C. for B.Com. Part- I and published by Raghav Publisher and Distributors, Mahal, Nagpur.

Unit I : POSE

- | | | |
|-----------------------------------|--|---------------------|
| 1. Each is Great in His Own Place | | Swami Vivekananda |
| 2. The Postmaster | | Rabindranath Tagore |

Unit II : POSE

- | | | |
|------------------------------------|--|---------------------|
| 3. How I Became a Public Speaker | | George Bernard Shaw |
| 4. Prospects of Democracy in India | | Dr. B.R. Ambedkar |

Unit III : POETRY

- | | | |
|--------------------------------|--|-----------------|
| 1. Success is Counted Sweetest | | Emily Dickinson |
| 2. Laugh and Be Merry | | John Masefield |
| 3. The Impossible Dream | | Joe Darion |

Unit IV : GRAMMAR (strictly based on the prescribed text)

- Change the Voice
- Idioms & Phrases
- One Word Substitute
- Prepositions

Unit V : BUSINESS CORRESPONDENCE AND WRITING SKILLS

- E- mail
- Newspaper Reports

Distribution of Marks : 80 : 20 Marks

Textual Components :

Que. 1 POSE

Any two long answer questions to be attempted out of four each carrying eight marks .

2×8=16 Marks

Que. 2- POETRY

Any Four short answer questions to be attempted out of Six each carrying four marks.

4×4=16 Marks

Que. 3 MULTIPLE CHOICE QUESTIONS

10 Questions from Prose and six questions from Poetry, each carrying one mark.

16×1= 16 Marks

Que. 4 GRAMMAR TEXTUAL

- Change the Voice
Four questions carrying one marks each
- Idioms & Phrases
Four questions carrying one mark each
- One Word Substitute
Four questions carrying one mark each
- Preposition
Four questions carrying one mark each

4×1=4 Marks

4×1 = 4 Marks

4×1 = 4 Marks

4×1 = 4 Marks

Que. 5- BUSINESS CORRESPONDENCE AND WRITING SKILLS

- E- Mail
Any one out of two
- Newspaper Reports
Any one out of two

6×1 = 6 Marks

10×1 = 10 Marks

B Internal Assessment

20 Marks

- | | | |
|---------------------|--|-----------|
| i) Class Test | | 10 Marks. |
| ii) Home Assignment | | 10 Marks. |



Appendix- B

**B.Com. I
Semester I
Supplementary English**

Theory :- 80 Marks**Time :- 3 Hours****Text Prescribed :**

Practical English Prose and Verse edited by G.E.B. COE Orient Longman.

Unit I : POSE

The following prose lessons are prescribed for study.

- | | | |
|----|--------------------------------|-------------|
| 1. | A Slip of Tongue | J.E.B. Gray |
| 2. | Socrates and the School Master | F. Brayne |

Unit II : POSE

- | | | |
|----|----------------|--------------|
| 3. | Good Manners | J.C. Hill |
| 4. | The Bottle Imp | R. Stevenson |

Unit III : POET

The following poems are prescribed for study.

- | | | |
|----|-------------------|----------------------|
| 1. | The Daffodils | William Wordsworth |
| 2. | Break Break Break | Alfred Lord Tennyson |
| 3. | The Wild Swans | B. Keats |
| 4. | All in June | H. Davies |

Unit IV : a) Comprehension of an Unseen Passage
b) Precis Writing

Unit V : COMPOSITION :-

An essay of about 300 words on Social, Economic, Commercial and Information Technology Issues.

Distribution of Marks**A) Theory 80 Marks****ue. 1: POSE**

Any two long answer questions to be attempted out of four each carrying eight marks

28 16 Marks

ue. 2 : POET

Any four short answer questions to be attempted out of Six each carrying four marks.

44 16 Marks

ue. 3: MULTIPLE CHOICE QUESTIONS

Eight Multiple Choice questions based on Prose, each carrying one mark

: 8 Marks

Eight Multiple Choice questions based on Poetry, each carrying one mark

: 8 Marks

ue. 4: a) Comprehension of an Unseen Passage

: 8 Marks

b) Precis Writing

: 8 Marks

ue. 5: An essay of about 300 words to be attempted out of the five given topics.

: 16 Marks

B) Internal Assessment**20 Marks**

i) Class Test 10 Marks

ii) Home Assignment 10 Marks



**B.Com. I
Semester II
Supplementary English**

Theory :- 80 Marks**Time :- 3 Hours****Text Prescribed :**

Practical English Prose and Verse edited by G.E.B. COE Orient Longman.

Unit I : POSE

The following prose lessons are prescribed for study.

- | | | |
|----|-------------------------------|---------------------|
| 1. | Playing the English Gentleman | Mahatma Gandhi |
| 2. | The Home Coming | Rabindranath Tagore |

Unit II : POSE

- | | | |
|----|----------------------|-------------|
| 3. | The Miracle of Radio | H. Shipp |
| 4. | Robin | Jim Corbett |

Unit III : POET

The following poems are prescribed for study.

- | | | |
|---|---|---------------|
| 1. Adlestrop | □ | Edward Thomas |
| 2. The Soldier | □ | Rupert Brooke |
| 3. To the Indian who Died in South Africa | □ | T.S. Eliot |
| 4. That hitsun | □ | Philip Larkin |

Unit IV : a) Comprehension of an Unseen Passage
b) Precis writing

Unit V : COMPOSITION :-

An essay of about 400 words on Social, Economic, Commercial and Information Technology Issues.

Distribution of Marks

A) Theory 80 Marks

ue. 1 : POSE

Any two long answer questions to be attempted out of four each carrying eight marks

2 × 8 = 16 Marks

ue. 2 POET

Any four short answer questions to be attempted out of Six each carrying four marks.

4 × 4 = 16 Marks

ue. :

Eight Multiple Choice questions based on Prose, each carrying one mark

: 8 Marks

Eight Multiple Choice questions based on Poetry, each carrying one mark

: 8 Marks

ue. :

a) Comprehension of an Unseen Passage

: 8 Marks

b) Precis writing

: 8 Marks

ue. :

An essay of about 400 words to be attempted out of the five given topics.

: 16 Marks

B) Internal Assessment

20 Marks

- | | | |
|---------------------|---|----------|
| i) Class Test | □ | 10 Marks |
| ii) Home Assignment | □ | 10 Marks |



Appendix- C

		हिन्दी अनिवार्य बी.कॉम. प्रथम वर्ष प्रथम सत्र	
समय - ३ घण्टे)		(पूर्णांक - ८०	
पाठ्य पुस्तक - □ गुंजन □	सम्पादक	-	डॉ.अरुण घोसरे
		-	डॉ.तीर्थराज राय
	प्रकाशक	-	राघव पब्लिशर्स एंड डिस्ट्रिब्यूटर्स, नागपुर
पाठ्यपुस्तक का इकाईयों में अंक विभाजन एवं प्रश्नों का स्वरूप निम्नानुसार है -			
इकाई एक	-	गद्य खण्ड - (प्रथम सात पाठों से)	
	अ)	दीघात्तरी प्रश्न (एक)	--- (०८ अंक)
	ब)	लघुत्तरी प्रश्न (चार)	--- (१ अंक)
इकाई दो	-	पद्य खण्ड - (प्रथम छः कविताओं से)	
	अ)	दो कविताओं के केन्द्रीय भाव	--- (१ अंक)
इकाई तीन	-	व्यावहारिक भाषा एवं व्याकरण	
	१)	संधि विग्रह (दो)	--- (०२ अंक)
	२)	शब्द शुद्धि (दो)	--- (०२ अंक)
	३)	एकार्थक शब्द (दो)	--- (०२ अंक)
	४)	अनेक शब्दों के लिए एक शब्द (दो)	--- (०२ अंक)
	५)	विराम चिह्न (दो)	--- (०२ अंक)
	६)	हिन्दी के संख्यावाचक शब्दोंकी मानक वर्तनी (दो)	--- (०२ अंक)
इकाई चार -	पत्र लेखन (एक)	---	(०८ अंक)
	व्यावसायिक अथवा कार्यालयीन पत्र (शब्द सीमा लगभग १५० शब्द)		
इकाई पाँच -	वस्तुनिष्ठ प्रश्न	---	(२० अंक)
	(प्रत्येक प्रश्न पर एक अंक)		

- सूचना - १. प्रथम चार इकाईयों से विकल्प के साथ प्रश्न पूछे जायेंगे
 २. वस्तुनिष्ठ प्रश्न इकाई एक और दो से ही पूछे जायेंगे
 ३. दीघात्तरी प्रश्न का उत्तर लगभग ५० पंक्तियों में अपेक्षित है
 ४. लघुत्तरी प्रश्न का उत्तर लगभग २५ पंक्तियों में अपेक्षित है
 ५. जिन पाठों से दीघात्तरी प्रश्न पूछे जायेंगे, उनमें से लघुत्तरी प्रश्न न पूछे जायेंगे
 पत्र लेखन - शब्द सीमा लगभग १५० शब्द
- आन्तरिक मूल्यांकन - (२० अंक)
- | | | | |
|----|----------------|---|----------|
| १. | गृहपाठ | - | (१० अंक) |
| २. | इकाई मूल्यांकन | - | (१० अंक) |

c

		हिन्दी अनिवार्य बी.कॉम. प्रथम वर्ष द्वितीय सत्र	
समय - ३ घण्टे)		(पूर्णांक - ८०	
पाठ्य पुस्तक - ठगुंजनठ	सम्पादक	-	डॉ.अरुण घोसरे
		-	डॉ.तीर्थराज राय
	प्रकाशक	-	राघव पब्लिशर्स एंड डिस्ट्रिब्यूटर्स, नागपुर
पाठ्यपुस्तक का इकाईयों में अंक विभाजन एवं प्रश्नों का स्वरूप निम्नानुसार है -			
इकाई एक	-	गद्य खण्ड - (पाठ आठ से चौदह तक)	
	अ)	दीघात्तरी प्रश्न (एक)	--- (०८ अंक)
	ब)	लघुत्तरी प्रश्न (चार)	--- (१ अंक)
इकाई दो	-	पद्य खण्ड - (सात से बारह कविताओं से)	
	अ)	दो कविताओं के केन्द्रीय भाव	--- (१ अंक)
इकाई तीन	-	व्यावहारिक भाषा एवं व्याकरण	
	१)	देवनागरी लिपि	--- (० अंक)

(सामान्य परिचय, मानक वर्णमाला, विशेषताएँ, वर्तनी का मानक रूप)

२)	पदनाम (तीन)	---	(०३ अंक)
३)	परिभाषिक प्रशासनिक शब्दावली	---	(०३ अंक)

इकाई चार -	निबंध (एक : व्यावसायिक विषयों पर)	—	(०८ अंक)
इकाई पाँच -	वस्तुनिष्ठ प्रश्न (२०)	—	(२० अंक)
	(प्रत्येक प्रश्न पर एक अंक)		

सूचना -	१.	प्रथम चार इकाईयों से विकल्प के साथ प्रश्न पूछे जायेंगे	
	२.	वस्तुनिष्ठ प्रश्न इकाई एक और दो से ही पूछे जायेंगे	
	३.	दीघात्तरी प्रश्न का उत्तर लगभग ५० पंक्तियों में अपेक्षित है	
	४.	लघूत्तरी प्रश्न का उत्तर लगभग २५ पंक्तियों में अपेक्षित है	
	५.	जिन पाठों से दीघात्तरी प्रश्न पूछे जायेंगे, उनमें से लघूत्तरी प्रश्न न पुछे जायें	
	.	निबंध लेखन - शब्द सीमा लगभग ५०० शब्द	
आन्तरिक मूल्यांकन -	(२० अंक)		
	१.	गृहपाठ	- (१० अंक)
	२.	इकाई मूल्यांकन	- (१० अंक)

Appendix- D

वाणिज्य स्नातक भाग- १

(सत्र - १)

संस्कृत आवश्यक

पुस्तक : गीर्वाणसारथिः - भाग १ (प्रथम विभाग),

मुख्य संपादक - डॉ. भगवान पंडा,

सह संपादक - डॉ. रुपाली कवि ार, अथर्व प्रकाशन, जळगाव

गुण - लेखी परीक्षा - ८०

अन्तर्गत मूल्यमापन- २०

एकूण गुण - १००

घटक □ १ : गद्य पाठ १ व २	- १ गुण
घटक □ २ : गद्य पाठ ३ व ४	- १ गुण
घटक □ ३ : पद्य पाठ १ व २	- १ गुण
घटक □ ४ : पद्य पाठ ३ व ४	- १ गुण
घटक □ ५ : प्रश्नावली भाग १	- १ गुण

प्रश्नपत्रिकेचे स्वरूप

लेखी परीक्षा - ८०

वेळ - ३ तास

पूर्ण गुण - ८०

प्रश्न	१.(अ) ४ पैकी २ अनुवाद करा (५ ते ओळ चे उतारे)	- १० गुण
	(ब) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न	२.(अ) ४ पैकी २ अनुवाद करा (५ ते ओळ चे उतारे)	- १० गुण
	(ब) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न	३.(अ) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- १० गुण
	(ब) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न	४.(अ) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- १० गुण
	(ब) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न	५. २० पैकी १ वस्तुनिष्ठ प्रश्न	- १ गुण

अन्तर्गत मूल्यमापन -

पूर्ण गुण - २०

१) स्वाध्याय	- १० गुण
२) मौखिक	- १० गुण

वाणिज्य स्नातक भाग- १

(सत्र - २)

संस्कृत आवश्यक

पुस्तक : गीर्वाणसारथिः - भाग १ (द्वितीय विभाग)

मुख्य संपादक - डॉ. भगवान पंडा,

सह संपादक - डॉ. रुपाली कवि ार, अथर्व प्रकाशन, जळगाव

गुण - लेखी परीक्षा - ८०

अन्तर्गत मूल्यमापन - २०

एकूण गुण - १००

घटक □ १ : गद्य पाठ १ व २	- १ गुण
घटक □ २ : गद्य पाठ ३ व ४	- १ गुण
घटक □ ३ : पद्य पाठ १ व २	- १ गुण
घटक □ ४ : पद्य पाठ ३ व ४	- १ गुण
घटक □ ५ : प्रश्नावली भाग २	- १ गुण

प्रश्नपत्रिकेचे स्वरूप

लेखी परीक्षा - ८०

वेळ - ३ तास

पूर्ण गुण - ८०

प्रश्न १.(अ) ४ पैकी २ अनुवाद करा (५ ते ओळ चे उतारे)	- १० गुण
(१) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न २.(अ) ४ पैकी २ अनुवाद करा (५ ते ओळ चे उतारे)	- १० गुण
(१) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न ३.(अ) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- १० गुण
(१) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न ४.(अ) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- १० गुण
(१) दीघात्तरी प्रश्न (दोन पैकी एक)	- ० गुण
प्रश्न ५. २० पैकी १ वस्तुनिष्ठ प्रश्न	- १ गुण

अन्तर्गत मूल्यमापन -

पूर्ण गुण - २०

१) स्वाध्याय	- १० गुण
२) मौखिक	- १० गुण

गीर्वाणसारथि: (भाग - १)

अनुक्रमणिका

पहिलेसत्र

गद्य विभाग

- १) सर्वधर्मपरिषदि विवेकानन्दः
- २) स्वामिभिः
- ३) प्रतिमागृहवर्णनम्
- ४) लक्ष्मीमदः

पद्य विभाग

१) कर्मयोगः

- २) हंसविलापः
- ३) दिलीपसिंहसंवादः
- ४) सुभाषितानि

प्रश्नावली भाग - १

दुसरेसत्र

गद्य विभाग

- १) वानरयूथकथा
- २) दिलीपभरतसंवादः
- ३) समस्यायाः परिहाराय....
- ४) विनयाधिकरणम्

पद्य विभाग

- १) अयं मे हस्तो भगवान्
- २) विदुरोपदेशः
- ३) वैद्यकीयसुभाषितानि
- ४) ऽवतरणम्

प्रश्नावली भाग - २

Appendix- E

मराठी (आवश्यक) बी. कॉम. भाग-१

पुस्तकाचे नाव : अनुबंध भाग □ १

संपादक : डॉ. अशोक नामदेव पळवेकर, डॉ. पंडित गोबरा राठोड, डॉ. अनंत सिरसाट

प्रकाशकाचे नाव : राघव पब्लिशर्स अँड डिस्ट्रिब्यूटर्स , नागपूर

सत्र □ १

अनुक्रमणिका

घटक : अ - वैचारिक

- | | | |
|---------------------------------|---|------------------------|
| १) नवीन ग्रथांची आवश्यकता | : | लोकहितवादी |
| २) शेती सुधारण्याचे उपाय | □ | जोतीराव ुले |
| ३) भारतीय लोकशाहीचे भवितव्य काय | □ | डॉ. बाबासाहेब आंबेडकर |
| ४) भाषा आणि लोकजीवन | □ | डॉ. कुसुमावती देशपांडे |

घटक : ब - ललित

- | | | |
|-------------------|---|-----------------|
| ५) वेणु | : | बाबा पद्मनजी |
| ६) इहलोकचा स्वर्ग | : | हरी नारायण आपटे |
| ७) सांजवात | : | आनंदीबाई शिक |
| ८) युवा कोण | : | बाबा आमटे |
| ९) कवितेचा जन्म | : | बाबुराव बागूल |
| १०) लाट | : | हमीद दलवाई |

घटक : क □ कविता

- | | | |
|-----------------------------------|---|---------------------------|
| १) संतवाणी | □ | ाने 1२ / जनाबाई / तुकाराम |
| १०) स्वर्ग, पृथ्वी आणि मनुष्य | : | केशवसुत |
| ११) धर्मांतर म्हणजे देशांतर नव्हे | : | लक्ष्मीबाई टिळक |
| १२) हिरीताचं देणं घेनं | : | बहिणाबाई चौधरी |
| १३) शीगवाला | : | नारायण सुव |
| १४) निर 1 | : | तुळशीराम काजे |
| १५) मनातल्या मनात मी | : | सुरेश भट |
| १) वटहुकूम | : | पीपाद भालचं जोशी. |

घटक : ड - उपयोजित लेखन

- | | | |
|-------------------------------------|---|------------|
| १) प्रसारमाध्यमांसाठी लेखन | : | संतोष शेणई |
| २) अपठित उतारा - प्रश्नोत्तरे | | |
| ३) सारांश लेखन - १/३ शब्दांत सारांश | | |

मराठी (आवश्यक)

बी.कॉम. प्रथम वर्ष

प्रथम सत्र

वेळ : ३ तास

एकूण गुण : ८०

सूक्ष्म वाचनाकरिता पाठ्यपुस्तक : अनुबंध भाग □ १

प्रकाशकाचे नाव : राघव पब्लिशर्स अँड डिस्ट्रिब्यूटर्स, नागपूर, हे पुस्तक अभ्यासक्रमासाठी राहिल.

उपयोजित लेखन (प्रसारमाध्यमांसाठी लेखन आणि अपठित उतारा - प्रश्नोत्तरे व सारांश लेखन)

प्रश्न विभागणी :

- | | | |
|---|---|------------------------------|
| प्रश्न :१) वैचारिक विभाग | : | दीघात्तरी एक प्रश्न □ १० गुण |
| प्रश्न :२) वैचारिक विभाग | : | लघूत्तरी एक प्रश्न - ० गुण |
| प्रश्न :३) ललित विभाग | : | दीघात्तरी एक प्रश्न □ १० गुण |
| प्रश्न :४) ललित विभाग | : | लघूत्तरी एक प्रश्न □ ० गुण |
| प्रश्न :५) कविता विभाग | : | दीघात्तरी एक प्रश्न □ १० गुण |
| प्रश्न : ६) कविता विभाग | : | लघूत्तरी एक प्रश्न - ० गुण |
| प्रश्न :७) प्रसारमाध्यमांसाठी लेखन | : | दीघात्तरी एक प्रश्न □ १० गुण |
| प्रश्न :८) अपठित उतारा - प्रश्नोत्तरे व | : | लघूत्तरी एक प्रश्न □ ० गुण |

सारांश लेखन

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

प्रश्न :९) वस्तुनिष्ठ प्रश्न (प्रत्येकी एक गुण) - १ गुण

(पाठ्यपुस्तकातील विभाग अ,ब,क,ड यावर प्रत्येकी चार गुणांचे चार वस्तुनिष्ठ प्रश्न विचारले जातील.)

अंतर्गत मूल्यमापन :

- | | | |
|-------------------------------------|---|-------------|
| १)घटक चाचणी (C □□□□□□□□□□) | : | एक □ १० गुण |
| २)स्वाध्याय (□□□□□□□□□□A□□□□□□□□□□) | : | एक □ १० गुण |

मराठी (आवश्यक) बी. कॉम. - भाग - १

पुस्तकाचे नाव : अनुबंध भाग १

संपादक : डॉ. अशोक नामदेव पळवेकर, डॉ. पंडित गोबरा राठोड, डॉ. अनंत सिरसाट

प्रकाशकाचे नाव : राघव पब्लिशर्स अॅण्ड डिस्ट्रिब्युटर्स , नागपूर

सत्र २

अनुक्रमणिका

घटक : अ - वैचारिक

१) स्वातंत्र्य : संकल्पना आणि व्यवहार	:	डॉ. आ. ह. साळुंखे
२) प्रशासक नेता	:	प्रा. सुरेश व्हादशीवार
३) सारे युग वाट पाहाते आहे	:	डॉ. प्रल्हाद लुलेकर
४) ती मीच आहे	:	मलाला

घटक : ब - ललित

५) गोदो	:	नामदेव कांबळे
६) अवधूत	:	रमेश अंधारे
७) दिंडी गेली पुढे	:	किशोर सानप
८) महालूट	:	सदानंद देशमुख
९) जन्मचिंतन	:	अनंत नानोटी
१०) पीळ	:	ऐ. रय पाटेकर

घटक : क - कविता

११) माय	:	स. ग. पाचपोळ
१२) सावज	:	नारायण कुळकण कवठेकर
१३) अद्याप	:	प्रभा गणोरकर
१४) जखम	:	उषाकिरण आत्राम
१५) देणं	:	जयराम खेडेकर
१६) कबीर	:	लोकनाथ यशवंत
१७) ते आले, त्यानंतरची गोष्ट	:	प्रभू राजगडकर
१८) दरवेशी	:	अजीम नवाज राही
१९) यापुढे मागील ई	:	सिध्दार्थ भगत
२०) अभंग	:	वीरा राठोड

घटक : ड - उपयोजित लेखन

१) कार्यालयीन पत्रव्यवहार	:	डॉ. कल्याणी दिवेकर
स्वरूप वैशिष्ट्ये आणि प्रकार		
२) आशयलेखन व भाषांतर		

मराठी (आवश्यक)

बी.कॉम. प्रथम वर्ष

द्वितीय सत्र

वेळ : ३ तास

एकूण गुण : ८०

सूक्ष्म वाचनाकरिता पाठ्यपुस्तक : अनुबंध भाग १

प्रकाशकाचे नाव : राघव पब्लिशर्स अॅण्ड डिस्ट्रिब्युटर्स, नागपूर, हे पुस्तक अभ्यासक्रमासाठी राहिल.

उपयोजित लेखन (कार्यालयीन पत्रव्यवहार : स्वरूप, वैशिष्ट्ये आणि प्रकार. तसेच आशयलेखन व भाषांतर)

प्रश्न विभागणी :

प्रश्न :१) वैचारिक विभाग	:	दीघात्तरी एक प्रश्न १० गुण
प्रश्न :२) वैचारिक विभाग	:	लघूत्तरी एक प्रश्न - ० गुण
प्रश्न :३) ललित विभाग	:	दीघात्तरी एक प्रश्न १० गुण
प्रश्न :४) ललित विभाग	:	लघूत्तरी एक प्रश्न ० गुण
प्रश्न :५) कविता विभाग	:	दीघात्तरी एक प्रश्न १० गुण
प्रश्न : ६) कविता विभाग	:	लघूत्तरी एक प्रश्न - ० गुण
प्रश्न :७) कार्यालयीन पत्रव्यवहार	:	दीघात्तरी एक प्रश्न १० गुण

(स्वरूप, वैशिष्ट्ये आणि प्रकार)

प्रश्न :८) आशयलेखन व भाषांतर	:	लघूत्तरी एक प्रश्न ० गुण
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(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

प्रश्न :९) वस्तुनिष्ठ प्रश्न (प्रत्येकी एक गुण)	:	- १ गुण
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(पाठ्यपुस्तकातील विभाग अ,ब,क,ड यावर प्रत्येकी चार गुणांचे चार वस्तुनिष्ठ प्रश्न विचारले जातील.)

अंतर्गत मूल्यमापन :

१) वर्ग चाचणी (C) :	एक	१० गुण
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२) स्वाध्याय (A) :	एक	१० गुण
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Appendix-F

<p style="text-align: center;">B.Com. PART - I URDU COMPULSORY SEMESTER - I</p> <p>Time : Three Hours Max.Marks 80</p> <p>TEXT PRESCRIBED : SHUA - E ADAB (Part - I)</p> <p>Edited by : Dr. Mohd. Samiullah, Dr. Roohina Tabassum</p> <p>Published by: TAFSA Computers, Amravati.</p> <p style="text-align: center;">UNITWISE DUSTRIBUTION OF MARKS</p> <p>UNIT I : (Prose) The following ONE Lesson from Text</p> <p style="text-align: right;">تاریخ</p> <p>There Shall be FOUR short Answer type Questions out of Six of 4 marks each 16</p> <p>UNIT - II (Prose) The following ONE Lesson from Text</p> <p style="text-align: right;">اردو ادب اور قومی یکجہتی</p> <p>There Shall be FOUR short Answer type Questions out of Six of 4 marks each 16</p> <p>UNIT III : (Prose) The following lessons from Text</p> <p style="text-align: right;">ذرائع تاریخ کی اہمیت</p> <p>There Shall be FOUR short Answer type Questions out of Six of 4 marks each 16</p> <p>UNIT IV : (Prose) The following lesson from Text</p> <p style="text-align: right;">ایمان کے ہدیہ پر ہے</p> <p>There Shall be FOUR Short Answer type Questions out of Six of 4 marks. 16</p> <p>UNIT V : Communication Skill</p> <p>i) Application letters 8 16</p> <p>ii) Commercial letters 8</p>	<p style="text-align: center;">B.Com. PART - I URDU COMPULSORY SEMESTTER - II</p> <p>Time : Three Hours Max. Marks 80</p> <p>TEXT PRESCRIBED : SHUA - E ADAB (Part - I)</p> <p>Edited by : Dr. Mohd. Samiullah, Dr. Roohina Tabassum</p> <p>Published by: TAFSA Computers, Amravati.</p> <p style="text-align: center;">UNITWISE DUSTRIBUTION OF MARKS</p> <p>UNIT I : (Prose) The following TWO Lessons from Text</p> <p style="text-align: right;">دیبا کی پہلی جہڑیتیں - سائنس کا گھر کبھی</p> <p>There Shall be FOUR short Answer type Questions out of Eight of 4 marks each 16</p> <p>UNIT - II (Prose) The following ONE Lesson from Text</p> <p style="text-align: right;">سلوک</p> <p>There Shall be FOUR short Answer type Questions out of Six of 4 marks each 16</p> <p>UNIT III : (Prose) The following lessons from Text</p> <p style="text-align: right;">صحیح ذرائع اطلاع</p> <p>There Shall be FOUR short Answer type Questions out of Six of 4 marks each 16</p> <p>UNIT IV : (Prose) The following lesson from Text</p> <p style="text-align: right;">ایمان کے تحریری طرحے</p> <p>There Shall be FOUR Short Answer type Questions out of Six of 4 marks. 16</p> <p>UNIT V : Communication Skill</p> <p>i) Reporting of any function, events 8 marks 16</p> <p>ii) An Essay on General Topic 8 marks</p>
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Appendix- G

पाली (आवश्यक)
बी.कॉम. प्रथम वर्ष
प्रथम सत्र

वेळ : ३ तास	गुण : ८०
गज्जो विभागो	
Unit I :	
जातक कथा -- बकजातक	१ गुण
	सिलविमंसनजातक
Unit II :	
महावग्ग -- धम्मच कपवत्तनसुत्त	०८ गुण
ख कपाठ -- सरणत्तय	०८ गुण
	दससि खापद
पज्जो विभागो	१ गुण
Unit III :	
धम्मपद -- यमकवग्गो	१ गुण
	अप्पमादवग्गो
Unit IV :	
थेरीगाथा -- अम्बपाली थेरी	१ गुण
	पुण्णिका थेरी
Unit V :	
व्याकरण	
१) पाली वर्णमाला व वर्णपरिवर्तन	१ गुण
२) काळ	
अन्तर्गत मुल्यमापन	
१) वर्ग चाचणी : एक	१० गुण
२) स्वाध्याय : गृहपाठ	१० गुण

पाली (आवश्यक)
बी.कॉम. प्रथम वर्ष
प्रथम सत्र

वेळ : ३ तास	गुण : ८०
प्रश्न १	अ,ब,क-गद्य पाठावरील मुळ पाली उतान्याचे तीन पैकी दोनचे मराठी भाषांतर करा.
	१ गुण
प्रश्न २	पद्य पाठावरील मुळ पाली गाथांचे चार पैकी दोन गाथांचे ससंदर्भ भाषांतर करा
	१ गुण
प्रश्न ३	(अ) गद्य पाठावरील दिघात्तरी प्रश्न दोन पैकी एक सोडवा १० गुण
	(ब) पद्य पाठावरील लघुत्तरी प्रश्न दोन पैकी एक सोडवा ० गुण
	१ गुण
प्रश्न ४	खालील प्रश्नांची योग्य पर्याय निवडुन उत्तरे लिहा (प्रत्येक प्रश्नाला एक गुण)
	१ गुण
प्रश्न ५	व्याकरण सोडवा
	१ गुण
	१) पाली वर्णमाला लिहा
	२) स्वाध्याय
अन्तर्गत मुल्यमापन	
१) वर्ग चाचणी	१० गुण
२) स्वाध्याय	१० गुण

पाठ्य ग्रंथ

□ बुध्दवाणी □

संपादक - डॉ.रेखा जे. वानखडे

प्रकाशक - सुगम प्रकाशन - ग्रीन पार्क कॉलनी, शंकर नगर, अमरावती.

पाली (आवश्यक)
बी.कॉम. प्रथम वर्ष
द्वितीय सत्र

वेळ : ३ तास

गुण : ८०

गज्जो विभागो

Unit I :

जातक कथा	--	गिज जातक कल्याणधम्मजातक	१ गुण
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Unit II :

माज्झिम निकाय	--	पियजातिकसुत्त मखादेवसुत्त	१ गुण
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पज्जो विभागो

Unit III :

धम्मपद	--	तन्हावग्गो बुध्दवग्गो	१ गुण
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Unit IV :

थेरीगाथा	--	सुनित थेर आनंद थेर	१ गुण
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Unit V :

व्याकरण			
१) सन्धि			१ गुण

स्वर सन्धी, व्यंजन सन्धी

२) क्रियापद

भू, गम, पठ, चज, चर

अन्तर्गत मुल्यमापन

१) वर्ग चाचणी	१० गुण
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२) स्वाध्याय	१० गुण
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पाली (आवश्यक)
बी.कॉम. प्रथम वर्ष
द्वितीय सत्र

वेळ : ३ तास

गुण : ८०

प्रश्न १	गद्य पाठावरील मुळ पाली उताऱ्याचे तीन पैकी दोनचे मराठी भाषांतर करा.	१ गुण
प्रश्न २	पद्य पाठावरील मुळ पाली गाथांचे चार पैकी दोन गाथांचे ससंदर्भ भाषांतर करा	१ गुण
प्रश्न ३	(अ) गद्य पाठावरील दिघात्तरी प्रश्न दोन पैकी एक सोडवा (ब) पद्य पाठावरील लघुत्तरी प्रश्न दोन पैकी एक सोडवा	१० गुण ० गुण
प्रश्न ४	खालील प्रश्नांची योग्य पर्याय निवडुन उत्तरे लिहा (प्रत्येक प्रश्नाला एक गुण)	१ गुण
प्रश्न ५	व्याकरण सोडवा १) संधी विग्रह करा (कोणतेही चार) २) क्रियापद भू, गम, पठ, चज, चर	०८ गुण ०८ गुण
अन्तर्गत मुल्यमापन	१) घटक चाचणी २) स्वाध्याय	१० गुण १० गुण

पाठ्य ग्रंथ

□ बुध्दवाणी □

संपादक - डॉ.रेखा जे. वानखडे

प्रकाशक - सुगम प्रकाशन - ग्रीन पार्क कॉलनी, शंकर नगर, अमरावती.

B.Com. Part - I**Appendix- H****Semester I****COMPUTER FUNDAMENTAL AND OPERATING SYSTEM -I**

Time : 3 Hours

Theory : Marks 60

Practical: Marks 40

Objective: The objectives of this course are to impart basic knowledge about Computer, Word Processing.**Unit-I****Fundamentals of Computer:** Introduction to Computer- Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer.**Unit-II****Computer Organization:** Block Diagram of Computer, Input Unit, Output Unit.**CPU:** Memory Unit, Arithmetic Logic Unit, Control Unit.**Computer Software:** Concept of Software and Hardware.**Types of Software:** System Software, Application Software, and Firmware.**Unit-III****Memory organization of Computer:****Primary Memory:** Concept, Types: RAM, SRAM, DRAM.

Read-Only Memory: PROM, EPROM, EEPROM.

Secondary Memory: Concept, Types: Hard Disk, Optical Disk, Pen Drive, Memory Card, Data Card, Blue Ray Disc.**Unit-IV:****Input/Output Devices of Computer System:****Input Devices:** Keyboard, MICR, OCR, Bar Coding, Mouse.**Output Devices:** Printers, Types of Printers: Dot Matrix Printer, Laser Printer, and Inkjet Printer.

Monitor: CRT, LCD, LED.

Unit-V:**Word Processing Working with Text MS-Word 2007**

Concept of word processing, MS-Word Screen Components, Working with Ribbon, Creating, Opening, Saving and Printing a Document.

Formatting Document: Paragraph Format, Aligning Text and Paragraph, Line Spacing, Bullets and Numbering, Border and Shading, Header & Footer, Multiple Columns, Change Case, Subscript, Superscript.**BOOKS RECOMMENDED :**

1. Fundamentals of Computers by Rajarman PHI
 2. Computer Fundamentals-B.Ram and E
 3. Introduction to IBMPC & Applications-Tanali.
 4. MS-OFFICE PHI
 5. MS-OFFICE BPB
 6. MS-OFFICE TMH
 7. Feats : Systems Analysis & Design Macmillan India, New Delhi.
 8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
 9. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalpure & Co. Pub.,Nagpur.
- संगणक मूलतत्वे आणि चलन प्रणाली -Prof. S.M. Golte, Pimpalpure & Co. Publishers, Nagpur.

Practicals based on Microsoft Word 2007.**Note : B.Com. Sem. I & II Practical Batch will be of 20 students.****SCHEME**

Year	Paper	Total Marks		Min. Passing Marks	
		T	P	T	P
B.COM.Sem.I	Computer Fundamentals & Operating System-I	60	40	24	16

Division of Marks for Practical

Record preparation	10 Marks
Practical	15 Marks
Description	10 Marks
viva	05 Marks

TOTAL 40 Marks**Use Answer Book for practical provided by the University**

B.Com. Part - I

Semester II

COMPUTER FUNDAMENTAL AND OPERATING SYSTEM -II

Time : 3 Hours

Theory : Marks 60

Practical : Marks 40

Objective: The objectives of this course are to impart basic knowledge about Computer, MS-Word Processing 2007 and MS-PowerPoint 2007.

Unit-I :Operating System:

Operating System Basics: Introduction, Main Functions, Structure, Types of Operating System.

Concepts of Popular Operating Systems: MS DOS, MS WINDOWS, MS WINDOW NT, UNIX, LINUX, MACINTOSH.

WINDOW 7: Introduction, Features, Types and Elements of Windows.

WINDOW Screen : Desktop, Computer, Documents, Recycle Bin, Internet Explorer, Task Bar, Properties, Management of the Files & Folders.

Unit-II :Operating System Advance

Program and Features: Installing and uninstalling various programs, Accessories.

Functions of operating system- Memory management, CPU Management, File Management, I/O Device Management, Data Management, Security.

Unit-III :Modern communications Concepts only

Communications: FAX, Voice mail, and information services-E-Mail, Group Communication: Teleconferencing, Video conferencing, File exchange-Bandwidth-Modem-Network Topologies: Network types LAN, MAN, WAN and their Architecture, Dial up access.

Unit-IV :Word Processing working with Table and Graphics: MS-WORD 2007

Working with Tables>Create, Add Rows & Columns, Convert Table to Text, Using Graphics & Objects Insert Clip Arts, Links, Shapes, Text Box, WordArt, Drop Cap, Procedure and Application of Mail Merge

Unit-V :PowerPoint Presentation:

Working with MS-PowerPoint 2007 : Concept of Presentation, MS-PowerPoint Screen, Creating, Opening and Saving Presentations, Inserting Text, Clips & WordArt to Slides, Working with Different Slide Views, Background features, Gallery, Color Layout, Slide Effects, Slide Show and Printing.

BOOKS RECOMMENDED :

1. Fundamentals of Computers by Rajarman PHI
 2. Computer Fundamentals-B.Ram ME
 3. Introduction to IBMPC & Applications-Talib.
 4. MS-OFFICE PHI
 5. MS-OFFICE BPB
 6. MS-OFFICE TMH
 7. Feats : Systems Analysis & Design Macmillan India, New Delhi.
 8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
 9. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalpure & Co. Pub.,Nagpur.
- संगणक मूलतत्वे आणि चलन प्रणाली -Prof. S.M. Golte, Pimpalpure & Co. Publishers, Nagpur.

Practicals based on Microsoft Word 2007 & Microsoft Power Point 2007

Note : B.Com. Sem. I & II Practical Batch will be of 20 students.

SCHEME

Year	Paper	Total Marks		Min. Passing Marks	
		T	P	T	P
B.COM.Sem.I	Computer Fundamentals & Operating System-I	60	40	24	16

Division of Marks for Practical

Record preparation	10 Marks
Practical	15 Marks
Description	10 Marks
viva	05 Marks

TOTAL 40 Marks

Use Answer Book for practical provided by the University

B.Com. Part - I

Semester I

PRINCIPLES OF ECONOMICS

Time : 3 Hours

Marks : 80

Unit-I : INTRODUCTION :

- 1.1 Definition of Economics : Adam Smith, Marshall & Robbins.
- 1.2 Definition of J.D. Mehta, Amartya Sen & Mahanobis.
- 1.3 Economic Laws : Nature, Characteristics, Limitation & Importance.
- 1.4 Micro Economics-Meaning, Scope, Merits & Demerits, Importance.
- 1.5 Macro Economics-Meaning, Scope, Merits & Demerits, Importance.

Unit-II : UTILITIES APPROACH :

- 2.1 Meaning and Definition.
- 2.2 Marginal diminishing Utility Theory.
- 2.3 Equi Marginal Utility Theory.
- 2.4 Demand : Meaning, Definition, Change in Demand.
- 2.5 Law of Demand & its Exceptions.

Unit-III : ELASTICITY OF DEMAND :

- 3.1 Concept and Types.
- 3.2 Measurements.
- 3.3 Determinants and Importance.
- 3.4 Indifference Curve : Meaning, Definition & Rate of Marginal Substitute. MRS
- 3.5 Characteristics of Indifference Curve.

Unit-IV : PRODUCTION FUNCTION :

- 4.1 Meaning and Definition.
- 4.2 Law of Variable proportion.
- 4.3 ISO Quants : Concept & Characteristics.
- 4.4 Internal economies & diseconomies.
- 4.5 External economies & diseconomies.

Unit-V : COST AND REVENUE :

- 5.1 Meaning & Types of Cost.
- 5.2 Short run Cost Curve.
- 5.3 Long run Cost Curve.
- 5.4 Meaning & Types of revenue.
- 5.5 Total, Average & Marginal revenue Curve.

BOOKS RECOMMENDED :

1. Ahuja H.D. : Business Economics : S.Chand & Co.New Delhi.
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Longmans.
3. Houthsoyanni A Modern Micro Economics:Macmillan New Delhi.
४. अर्थशास्त्राचे सिध्दांत प्रा. जी.एन्. तामरे, पिंपळापूरे प्रकाशन.
५. व्यावसायिक अर्थशास्त्र डॉ.रा.य.माहारे,अंशुल पब्लीकेशन, नागपूर.
अर्थशास्त्राचे सिध्दांत जोशी, सिंग, गीवास्तव, जयपूर.
७. आधुनिक सूक्ष्मअर्थशास्त्र के.पी.एम्.सुंदरम्.
८. व्यवसायिक अर्थशास्त्र प्रा.एच.आर.तिवारी, डॉ.के.के.पाटील, डॉ. गी. गी.तायवाडे आणि वाय.पी.सिंग - अद्वैत प्रकाशन, अकोला.

१२. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) डॉ.जी.एन्. तामरे- प्रकाशन, अकोला.

B.Com. Part - I
Semester II
BUSINESS ECONOMICS

Time : Hours

Marks : 80

Unit-I : BUSINESS AND MANAGERIAL ECONOMICS :

- 1.1 Meaning and characteristics of Business Economics.
- 1.2 Meaning, Definition and characteristics managerial Economics.
- 1.3 Nature and Scope of Managerial Economics.
- 1.4 Objectives and Importance of managerial Economics.
- 1.5 Relation of managerial Economics with Business Economics and Business Management.

Unit-II: MARKET STRUCTURE :

- 2.1 Meaning and classification of Markets.
- 2.2 Working of Price Mechanism.
- 2.3 Monopoly : Meaning and Characteristics.
- 2.4 Price determination under monopoly
- 2.5 Price discrimination under monopoly.

Unit-III: MARKET STRUCTURE :

- 3.1 Monopolistic competition : Meaning and Characteristics.
- 3.2 Price determination in monopolistic competition.
- 3.3 Oligopoly : Meaning and Characteristics.
- 3.4 Price determination under Oligopoly.
- 3.5 Perfect competition : Meaning, Characteristics and determination.

Unit-IV: FACTORS PRICING :

- 4.1 Nature of demand & supply of factors inputs.
- 4.2 Marginal productivity theory.
- 4.3 FACTORS : Meaning & Types.
- 4.4 Determination of wages and Exploitation of labour.
- 4.5 RENT : Concept, Ricardian and modern theories of Rent, Quasi Rent.

Unit-V : FACTORS PRICING :

- 5.1 INTEREST : Concept and time preference.
- 5.2 Loanable funds and Liquidity preference theory of Interest.
- 5.3 PROFIT : Meaning and Definition.
- 5.4 Dynamic & Risk bearing theory of Profit.
- 5.5 Innovation theory of Profit.

BOOKS RECOMMENDED :

1. Ahuja H. : Business Economics : S.Chand & Co.New Delhi.
2. Business Economics : Pimpalkar, Bapat, Joshi, Orient-Longmans.
3. Houthakker A Modern Micro Economics:Macmillan New Delhi.
4. अर्थशास्त्राचे सिध्दांत प्रा. जी.एन्. तामरे, पिंपळापूर प्रकाशन.
5. व्यावसायिक अर्थशास्त्र डॉ.रा.य.माहोरे,अंशुल पब्लिकेशन, नागपूर.
6. अर्थशास्त्राचे सिध्दांत जोशी, सिंग, गीवास्तव, जयपूर.
7. आधुनिक सूक्ष्मअर्थशास्त्र के.पी.एम्.सुंदरम्.
8. व्यवसायिक अर्थशास्त्र प्रा.एच.आर.तिवारी, डॉ.के.के.पाटील, डॉ.बी.बी.तायवाडे आणि वाय.पी.सिंग -अद्वैत प्रकाशन, अकोला.
9. Business Economics : Dr.Sudhir Bodhankar, Dr, Medha Ganetkar, Shri Sainath Prakashan, Nagpur.
10. Business Economics : Dr. Mrs.Pushpa T
11. ayade-Shree Mangesh Prakashan, Ramdaspath, Nagpur-10.
12. Business Economics (English Edition) Dr.G.N.Gamare-Pimpalapur & Co. Publishers, Nagpur.
13. व्यावसायिक अर्थशास्त्र (मराठी आवृत्ती) डॉ.जी.एन. तामरे-पिंपळापूर प्रकाशन, नागपूर.

Appendix- K

B.Com. Part - I
Semester I
ADVANCED ACCOUNTANCY

Time : 3 Hours

Marks : 80

Objectives : To impart basic Accounting knowledge as applicable to business.

- Unit-I**
- 1.1 Meaning, definition, scope, need and development of Book keeping & Accounting. Objectives, principles Concepts and conventions of Accounting. Branch Accounts.
- 1.2 **Accounting Transactions :**
 Classification of Accounts, Rules of debit and credit, Journal & ledger, Rules regarding posting and balancing of ledger Account and Trial Balance.
- 1.3 **Rectification of errors :**
 Types of errors, Rectification entries and suspense Account.
- Unit-II**
- 2.1 **Sub- subsidiary Book :**
 Sub-sidiary Book, Purchases Book, Purchases Return Book, Sales Book, Sales Return Book.
- 2.2 **Cash Book :**
 Single column/Simple Cash Book, Double column Cash Book, Triple column Cash Book and petty Cash Book.
- Unit-III**
 Final Accounts of individual, Manufacturing Account, Trading Account, Profit & Loss Accounts, Balance Sheet with Adjustment.
- Unit-IV**
- 4.1 **Depreciation Methods :**
 Concepts of depreciation, Different methods of depreciation.
- Problem on :**
- I. Straight line Method.
- II. Reducing Balance Method.
- Unit-V**
- Bank Reconciliation statement :**
 Meaning, Importance and need, Cause of difference between cash book and pass book. Preparation of all types of Bank Reconciliation statement.

BOOKS RECOMMENDED

- Anthony, R. N. and Reece, J. S. : Accounting Principles □ Richard Irwin Inc.
- Gupta, R. □ and Radhaswamy, M : Financial Accounting □ Sultanchand and Sons, New Delhi.
- Monga J. R. Ahuja Girish, and Sehgal Ashok : Financial Accounting □ Mayur Paper Back, Noida.
- Shukla, M. C., Grewal T S., and Gupta, S. C. : Advanced Accounts □ S. Chand & Co. New Delhi.
- Compendium of Statement and Standards of Accounting □ The Institute of Chartered Accountants of India, New Delhi.
- Agarwala A. N., Agarwala □. N. : Higher Sciences of Accountancy □ Kitab Mahal, Allahabad. □ Hindi and English □
- Ashok Banerjee : Financial Accounting □ Excel Books, New Delhi-110028.
- N. Vinayakam, P. Mani, □. Nagarajan : Principles of Accountancy □ Eurasia Publishing House □ Pvt. □ Ltd., New Delhi-110 055.
- R.R. Gupta : Advanced Accountancy.
- Jain, Narang □ Ayanipulli □ Advanced Accountancy.
- William Pickles : Accountancy.
- A. Mukherjee, M. Hanif : Modern Accountancy □ Tata McGraw Hill Publishing Co. □ Ltd.
- P.C. Tulsian : Accountancy □ Tata McGraw Hill Publishing Co. □ Ltd.
- Monga, Gandhi, □adu : Advanced Accounts □ National Publishing House.
- S. Chakravorti : Advanced Accounting.
- Fundamentals of Accounting : R. □ Gupta & □. Gupta, Sultanchand & Sons.
- fundamentals of Accounting : T.P Ghosh, Sultanchand & Sons.
- Financial Accounting : Payal Prakashan, Nagpur.
- Financial Accounting : □ R. Mohota, Rashi publication, Arni, Distt. □avatmal.

- Financial Accounting : Dr. Gajanan Patil, Dr. Shakil Sattar, Dr. Anil Bhawsar, Dr. Dattatraya Gujrathi-Das Ganu Prakashan, Nagpur.
- Financial Accounting : Dr. Anetkar Medha, Dr. Baheti D.R. Shri Sainath Prakashan, Nagpur.
- Financial Accounting : N. Chopde, D.H. Choudhary, Dr. Raju, Rathi, Sheth Publishers Pvt. Ltd, Mumbai-31.

हिंदी

रूपराम गुप्त, विद्यासरन गुप्त : एडवांस्ड एकाउन्टेसी आगरा बुक स्टोअर्स

डॉ. एस.एम.शु ला : अडव्हान्स अकौन्टन्सी.

स सेना, वैश्य : उच्च लेखाकर्म

डॉ.एम.पी.खंडेलवाल : उच्चतर लेखाकर्म.

ए.एन.अग्रवाल : उच्चतर लेखावि गान.

जे.के.अग्रवाल : बृहत लेखाकर्म.

गुप्ता, अग्रवाल : एडवान्सड एकाउन्ट्स एस.चान्द.

मराठी

डॉ.शु ल, डॉंगरे, मोहता : लेखा तत्व आणि व्यवहार पिंपळापुरे अॅण्ड कं. पलिशर्स, नागपुर.

प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : वित्तिय लेखांकन भाग-१ अनुराधा प्रकाशन, नागपुर.

प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : आ थक लेखांकन भाग-१ अनुराधा प्रकाशन, नागपुर.

गजानन पाटील, भरत मेघे, विकास चोपडे : आ थक लेखांकन दत्त सन्स, सदर, नागपुर.

प्रा.भ.नी. गग, प्रा.वि.द. पें ारकर, ज.अ. पाध्ये : उच्च लेखाकर्म मंगेश प्रकाशन.

प्रा. लांजेवार, गुल्हाने, कडु : लेखाकर्म भाग-१ संगम प्रकाशन.

नाथ, लांजेवार, भागवत : उच्च लेखाकर्म भाग-१ : महाराष्ट्र राज्य ग्रंथ नि मती मंडळ.

प्रा.ए.एस. उखळकर : उच्च लेखाकर्म भाग-१ विद्या प्रकाशन.

रोडे, स्मार्थ, नेबारे : प्रथम वर्ष जमाखर्च खंड १ एस.चांद कं. लि.



Appendix- L

B.Com. Part - I Semester II

FINANCIAL ACCOUNTING

Time : 3 Hours

Marks : 80

Objective : To develop conceptual understanding of fundamentals of financial accounting system and to impart skills in accounting for various kinds of business transaction.

Unit-I Accounts of Non-trading Institutions

Unit-II Special Accounting Areas : Accounts of Co-operative societies.

Unit-III Accounting for Agriculture Farms.

Unit-IV Hire purchases & Instalment purchase Accounts.

Unit-V Insolvency Account of and Individuals : Law of insolvency- Provisions for preferential creditors, Meaning of insolvency, Procedure of insolvency, Problems on Insolvency Accounts.

BOOKS RECOMMENDED

Anthony, R. N. and Reece, J. S. : Accounting Principles Richard Irwin Inc.

Gupta, R. and Radhaswamy, M : Financial Accounting Sultanchand and Sons, New Delhi.

Monga J. R. Ahuja Girish, and Sehgal Ashok : Financial Accounting Mayur Paper Back, Noida.

Shukla, M. C., Grewal T S., and Gupta, S. C. : Advanced Accounts S. Chand & Co. New Delhi.

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Agarwala A. N., Agarwala N. : Higher Sciences of Accountancy Kitab Mahal,

Allahabad. Hindi and English

Ashok Banerjee : Financial Accounting Excel Books, New Delhi-110028.

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R.R. Gupta : Advanced Accountancy.

Jain, Narang Ayanipulli Advanced Accountancy.

William Pickles : Accountancy.

A. Mukherjee, M.Hanif : Modern Accountancy Tata McGraw Hill Publishing Co. Ltd.
 P.C. Tulsian : Accountancy Tata McGraw Hill Publishing Co. Ltd.
 Monga, Gandhi, Yadu : Advanced Accounts National Publishing House.
 S. Chakravorti : Advanced Accounting.
 Fundamentals of Accounting : R. Gupta & R. Gupta, Sultanchand & Sons.
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 Financial Accounting : R. Mohota, Rashi publication, Arni, Distt. Kavayal.
 Financial Accounting : Dr. Gajanan Patil, Dr. Shakil Sattar, Dr. Anil Bhawsar, Dr.
 Dattatraya Gujrathi-Das Ganu Prakashan, Nagpur.
 Financial Accounting : Dr. Ganetkar Medha, Dr. Baheti D.R. Shri Sainath Prakashan,
 Nagpur.
 Financial Accounting : N. Chopde, D.H. Choudhary, Dr. Raju, Rathi, Sheth
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स सेना, वैश्य : उच्च लेखाकर्म

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ए.एन.अग्रवाल : उच्चतर लेखावि गान.

जे.के.अग्रवाल : बृहत लेखाकर्म.

गुप्ता, अग्रवाल : एडवान्सड एकाउन्ट्स एस.चान्द.

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प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : वित्तिय लेखांकन भाग-१ अनुराधा प्रकाशन, नागपुर.

प्रा. अरविंद शेंडे, प्रा. अब्दुल बारी : आ थक लेखांकन भाग-१ अनुराधा प्रकाशन, नागपुर.

गजानन पाटील, भरत मेघे, विकास चोपडे : आ थक लेखांकन दत्त सन्स, सदर, नागपुर.

प्रा.भ.नी. गग, प्रा.वि.द. पें ारकर, ज.अ. पाध्ये : उच्च लेखाकर्म मंगेश प्रकाशन.

प्रा. लांजेवार, गुल्हाने, कडु : लेखाकर्म भाग-१ संगम प्रकाशन.

नाथ, लांजेवार, भागवत : उच्च लेखाकर्म भाग-१ : महाराष्ट्र राज्य ग्रंथ नि मती मंडळ.

प्रा.ए.एस. उखळकर : उच्च लेखाकर्म भाग-१ विद्या प्राकाशन.

रोडे, स्मार्थ, नेन्बारे : प्रथम वर्ष जमाखर्च खंड १ एस.चांद कं. लि.



Appendix- M

B.Com. Part - I

Semester I

PRINCIPLES OF BUSINESS ORGANIZATION

Unit 1 Commerce and Industry

- 1.1 Commerce and Industry - Meaning, Scope and Evolution
- 1.2 Industrial Revolution- Its Effects
- 1.3 Emergence of Indian MNC
- 1.4 Recent Trends in Business World
- 1.5 Indian Business in New Millennium.

Unit 2 Business

- 2.1 Business Sectors and Its Form
- 2.2 Forms of Business Organization
- 2.3 Unorganised Business-Mom and Pop Stores, Peddlers and Hawkers, Market Traders and Street Traders
- 2.4 E-Commerce and Online Trade
- 2.5 E- Tailers, Cashless Transaction

Unit 3 Merger and Acquisition

- 3.1 Mergers and Acquisition- Meaning and Mergers In India
- 3.2 Networking of Business
- 3.3 Franchising ,Dealership, Business Outlets
- 3.4 BPOs and POs
- 3.5 Patents ,Trademarks, Copyrights

- 4.1 Decisions in Setting up Enterprises
- 4.2 Opportunity and Idea Generation
- 4.3 Role of Creativity And Innovation
- 4.4 Feasibility Study and Business Plan
- 4.5 Business Size and Location Decision

Unit 11 Trade In India

- 5.1 ☐ hole Sale and Retail Trade
- 5.2 Malls, Super Markets, Hypermarket
- 5.3 Stores-Speciality, Convenience, Departmental and Discount
- 5.4 Transport, Insurance, Communication and Other Services
- 5.5 Import ☐ Export Trade Procedure

Reference :

1. **Organization: Text, Cases and Readings on the Management of Organizational Design and Change,** J.P. Kotter, A. Schlesinger and A. Sathe.
2. **Business Organization & Management,** Mr. Mahesh Chaudhary.
3. **Business Organization & Management,** Paul A. Pearson Education 2012
4. **Business Organization & Management,** Tulsian P and Pandey A Pearson Education 2011
5. **Business Environment,** Cherunilam F. Himalaya Publishing House 2010
6. **Business Sutra,** Pattanaik D. Aleph Book Company 2013
7. **Organizational Traps: Leadership, Culture, Organizational Design,** Chris A. Oxford University Press 2010
8. **World Class in India,** Piramal G and Ghoshal S Penguin India 2002
9. **Business Maharajas,** Piramal G Penguin India 2011
10. **On Becoming a Leader,** Warren B. Perseus Books Group 2009



Appendix- N

B.Com. Part - I
Semester I

PRINCIPLES OF BUSINESS MANAGEMENT

Unit 1 Management Concept

- 1.1 Management-Concept, Meaning, Definition and Importance
- 1.2 Management Thought and Schools
- 1.3 Contribution of Fredrik Taylor
- 1.4 Contribution of Henry Fayol
- 1.5 Contribution of Elton Mayo

Unit 2 Planning

- 2.1 Planning : Concept, Meaning and Definition.
- 2.2 Nature and Importance of Planning
- 2.3 Objectives of Planning
- 2.4 Forecasting and Planning
- 2.5 Planning Process.

Unit □ □ Organizing

- 3.1 Organization -Concept, Nature, Meaning and Importance
- 3.2 Principles of Organization.
- 3.3 Line Organization
- 3.4 Staff Organization
- 3.5 Departmentalization

Unit ☐ ☐ Directing

- 4.1 Directing- Concept, Meaning, Definition and Importance.
- 4.2 Nature of Direction
- 4.3 Advantages and Disadvantages
- 4.4 Motivations □ Concept, Meaning and Importance
- 4.5 Coordination: - Meaning and Principle

Unit ☐ ☐ Controlling

- 5.1 Controlling-Concept, Meaning, Definition and Importance.
- 5.2 Advantages and Disadvantages
- 5.3 Technique of Controlling
- 5.4 Tool of Controlling
- 5.5 Process of Controlling.

Reference :

1. **MGMT: Principles of Management**, Chuck Williams, Cengage Learning, Boston : Cengage Learning Cop. 2016
2. **Principles of Management 1st Edition**, Charles W. Hill Author, Steven McShane.
3. **Principles of Management Paperback-200**, Mason Carpenter Author, Talya Bauer, Berrin Endogan

NOTIFICATION

No. 62/2019

Date : 4 July, 2019

Subject : Implementation of New Syllabi of Various Course/Subjects as per semester and credit & Grade System in the Faculty of Commerce Management from the session 2019-2020 & onwards.

It is notified for general information of all concerned that, the authorities of the University has accepted Semester & Credit & Grade System syllabi of various Course/ Subjects of **B.Com. Part-III, Semester- V & VI** mentioned in column No.2 and which is to be implemented stagewise from the session 2019-2020 and onwards with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the new syllabi.
1	2	3

B.Com. Semester- V

1.	Compulsory English	The Syllabi prescribed for the subject Compulsory English which is appended herewith as Appendix - A
2.	Supplementary English	The Syllabi prescribed for the subject Supplementary English which is appended herewith as Appendix - B
3.	Marathi	The Syllabi prescribed for the subject Marathi which is appended herewith as Appendix - C
4.	Hindi	The Syllabi prescribed for the subject Hindi which is appended herewith as Appendix - D
5.	Sanskrit	The Syllabi prescribed for the subject Sanskrit which is appended herewith as Appendix - E
6.	Pali & Prakrit	The Syllabi prescribed for the subject Pali & Prakrit which is appended herewith as Appendix - F
7.	Urdu	The Syllabi prescribed for the subject Urdu which is appended herewith as Appendix - G
8.	Cost Accounting	The Syllabi prescribed for the subject Cost Accounting which is appended herewith as Appendix - H
9.	Business Environment	The Syllabi prescribed for the subject Business Environment which is appended herewith as Appendix - I
10.	Business Regulatory Frame Work	The Syllabi prescribed for the subject Business Regulatory Frame Work which is appended herewith as Appendix - J
11.	Process Business - I	The Syllabi prescribed for the subject Process Business - I which is appended herewith as Appendix - K
12.	Co-Operative Business - I	The Syllabi prescribed for the subject Co-Operative Business - I which is appended herewith as Appendix - L
13.	Indian Insurance System - I	The Syllabi prescribed for the subject Indian Insurance System - I which is appended herewith as Appendix - M
14.	Indian Banking System- I	The Syllabi prescribed for the subject Indian Banking System- I which is appended herewith as Appendix - N
15.	Internet & www -I	The Syllabi prescribed for the subject Internet & www -I which is appended herewith as Appendix - O
16.	e-Commerce - I	The Syllabi prescribed for the subject e-Commerce - I which is appended herewith as Appendix - P

B.Com. Semester- VI

- | | | |
|-----|-------------------------------------|---|
| 17. | Compulsory English | The Syllabi prescribed for the subject Compulsory English which is appended herewith as Appendix - □ |
| 18. | Suppllementary English | The Syllabi prescribed for the subject Suppllementary English which is appended herewith as Appendix - R |
| 19. | Marathi | The Syllabi prescribed for the subject Marathi The Syllabi prescribed for the subject Hindi which is which is appended herewith as Appendix - S |
| 20. | Hindi | The Syllabi prescribed for the subject Hindi which is appended herewith as Appendix - T |
| 21. | Sanskrit | The Syllabi prescribed for the subject Sanskrit which is appended herewith as Appendix - U |
| 22. | Pali & Prakrit | The Syllabi prescribed for the subject Pali & Prakrit which is appended herewith as Appendix - V |
| 23. | Urdu | The Syllabi prescribed for the subject Urdu which is appended herewith as Appendix - W |
| 24. | Management Accounting | The Syllabi prescribed for the subject Management Accounting which is appended herewith as Appendix - □ |
| 25. | Economics of Development | The Syllabi prescribed for the subject Economics of Development which is appended herewith as Appendix -Y |
| 26. | Company Law | The Syllabi prescribed for the subject Company Law which is appended herewith as Appendix -Z |
| 27. | Process Business - II | The Syllabi prescribed for the subject Process Business - II which is appended herewith as Appendix - AA |
| 28. | Co-Operative Business - II | The Syllabi prescribed for the subject Co-Operative Business -II which is appended herewith a Appendix - AB |
| 29. | Indian Insurance System - II | The Syllabi prescribed for the subject Indian Insurance System - II which is appended herewith as Appendix -AC |
| 30. | Indian Banking System- II | The Syllabi prescribed for the subject Indian Banking System- II which is appended herewith as Appendix -AD |
| 31. | Internet & www -II | The Syllabi prescribed for the subject Internet & www-II which is appended herewith as Appendix - AE |
| 32. | e-Commerce - II | The Syllabi prescribed for the subject e-Commerce - II which is appended herewith as Appendix - AF |
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Amravati.

B.Com. III
Semester- V
Compulsory English

Time: 2 Hours

Marks: 40

Prescribed Textbook : Horizons by Board of Editors Published by Orient Blackswan.

CONTENTS

UNIT I : PROSE		
SR.NO	PROSE	AUTHOR
1	Ratan Tata	
2	Steve Jobs	
3	Vijay Bhatkar	
4	Black Money and the Black Economy	C. Rammanohar Reddy
UNIT II : POETRY		
1	A Red, Red Rose	Robert Burns
2	It is needless to ask the saint the caste to which he belongs	Kabir
3	Love's Philosophy	P.B. Shelly
4	The Garden	Andrew Marvell
UNIT III : BUSINESS COMMUNICATION		
Computer Technology & Recent Concepts in Business <ul style="list-style-type: none"> ✓ Paperless office ✓ Video Conferencing ✓ E-Banking Communication Skills <ul style="list-style-type: none"> ✓ Public Speaking (Strategies for Effective Speaking, Types of Speeches) 		

MARKING SCHEME

UNIT I: Prose : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT II : Poetry : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT III : Business Communication :

Any TWO out of THREE Questions (2 x 4 = 8 Marks)

8 Multiple Choice Questions on Unit I & II (8 x 1 = 8 Marks)

INTERNAL ASSESSMENT :

Seminar Skill : 5 Marks

Home Assignment : 5 Marks

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B.Com. III
Semester- V
Supplementary English

Time: 2 Hours***Marks: 40***

**Prescribed Textbook : Golden Harvest □An English Coursebook for Undergraduates□ by Board of Editors
 Published by Orient Blackswan.**

CONTENTS

UNIT I : PROSE		
SR.NO	PROSE	AUTHOR
1	A Real Good Smile	Bill Naughton
2.	What India Inc wants a.Our muddled generation : b.Employers look for potential employees, not exam results	Dinesh Kumar Manish Sabharwal
3	A Simple Philosophy	Seathl
4	Mother Teresa	R.G.Herod
UNIT II : POETRY		
1	My mind to Me a Kingdom Is	Edward Dyer
2	Drama for a Winter Night	Langston Hughes
3	Youssuf	James Russell Lowell
4	Flowers are Red	Harry Chopin
UNIT III : □One Act Play□		
Death Trap : Saki		

MARKING SCHEME

UNIT I: Prose : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT II : Poetry : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT III : One Act Play

Any TWO out of THREE Questions (2 x 4 = 8 Marks)

8 Multiple Choice Questions on Unit I & II (8 x 1 = 8 Marks)

INTERNAL ASSESSMENT :

Seminar Skill : 5 Marks

Home Assignment : 5 Marks

=====

Appendix - C

बी.कॉम.भाग-३
विषय :- मराठी
सत्र पाचवे

लेखी परीक्षा - ४० गुण
अंतर्गत मूल्यामापन - १० गुण

नेमलेले पाठ पुस्तक “आशय” भाग-३

अनुक्रमणिका

विभाग अ : वैचारिक

- १) राजष शाहू महाराज यांचे शिक्षण विषयक कार्य - गो वद पानसरे
- २) आगरकरांच्या राजकीय विचारांची प भूमी - डॉ.अशोक चौसाळकर
- ३) पाणी आणि पर्यावरणनिष्ठ जागतिकीकरण - दिलीप पु. चित्रे

विभाग ब : ललित

- १) वटवृक्ष उन्मळून पडतोय - प्रा.अविनाश डोळस
- २) अनुभवातून शिकलेलं शहाणपण - धनंजय दातार
- ३) सुखदुःखाचा ताळेबंद - आशुतोष शेवाळकर
- ४) आधारयात्रा - सतीश तराळ

विभाग क : कविता

- १) सत्याच्या जातीला - शरच्चं मु तबोध
- २) मा गी कविता - नागराज मंजुळे
- ३) माती - शोभा रोकडे
- ४) दोन मुतुकं - संजय घरडे
- ५) पा स आला - विजय सोसे

विभाग ड : उपयोजित मराठी

- १) निविदासूचना लेखक -
- २) इतिवृत्त लेखन -

बी.कॉम.भाग-३
विषय :- मराठी
सत्र पाचवे

वेळ - २ तास

एकूण गुण - ५० गुण
लेखी परीक्षा - ४० गुण
अंतर्गत मूल्यामापन - १० गुण

नेमलेले पुठ पुस्तक : “आशय” भाग-३ (सत्र-५ व सत्र-६)

लेखी परीक्षा गुण विभागणी :

विभाग अ : वैचारिक	०८ गुण
विभाग ब : ललित	०८ गुण
विभाग क : कविता	०८ गुण
विभाग ड : उपयोजित मराठी	०८ गुण
वरिल सर्व विभागांवर आधारित वस्तुनिष्ठ बहुपर्यायी प्रश्न	०८ गुण
एकूण	४० गुण

विभाग “ड” साठी संदर्भ म्हणून “उपयोजित मराठी” , “निविदासूचना लेखन” “इतिवृत्त लेखन” हे दोन प्रकरण नेमण्यात आले असून त्यावर आधारित दोन लघु ारी प्रश्न विचारण्यात येतील. चार गुणांचा एक प्रश्न प्रत्यक्ष प्रकरणावर आधारित असेल आणि चार गुणांचा दुसरा लघु ारी प्रश्न हा निविदासूचना तयार करणे कवा इतिवृत्त तयार करणे अशा स्वरूपाचा असेल.

प्रश्ननिहाय गुण विभागणी

प्रश्न – १ ला (विभाग अ : वैचारिक) १ दीघा ारी प्रश्न	०८ गुण
प्रश्न – २ रा (विभाग ब : ललित) १ दीघा ारी प्रश्न	०८ गुण
प्रश्न – ३ रा (विभाग क : कविता) २ लघु ारी प्रश्न (प्रत्येकी ४ गुण)	०८ गुण
प्रश्न – ४ था (विभाग ड : उपयोजित मराठी) २ लघु ारी प्रश्न (प्रत्येकी ४ गुण)	०८ गुण
(टिप - वरील सर्व प्रश्नांना अंतर्गत पर्याय राहिल.)	

प्रश्न – ५ वा (विभाग अ,ब,क,ड) ८ वस्तुनिष्ठ प्रश्न (प्रत्येकी १ गुण)	०८ गुण
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(टिप - अभ्यासक्रमातील अ,ब,क, ड या विभागांवर आधारीत प्रत्येकी २ प्रश्न)

अंतर्गत मूल्यामापन

एकूण १० गुणांची अंतर्गत मूल्यमापन परीक्षा राहिल.

गुण विभागणी

१) घटक चाचणी (Class Test)	०५ गुण
२) गृहपाठ (स्वाध्याय) (Home Assignment)	०५ गुण

लेखी परीक्षा व अंतर्गत मूल्यमापन या दोन्ही परीक्षांमध्ये स्वतंत्रपणे उत्तीर्ण होणे आवश्यक असेल. त्यासाठी किमान गुण खालील प्रमाणे आवश्यक असतील.

लेखी परीक्षा - ४० पैकी १६ गुण आवश्यक

अंतर्गत मूल्यमापन - १० पैकी ४ गुण आवश्यक

सूचना :-

- १) घटक चाचणी ही अभ्यासक्रमावर आधारित असेल आणि सत्रामध्ये किमान दोन वेळा चाचणी घेवून अंतिम परीक्षेत सरासरी गुणदान ११ धरण्यात यावे.
- २) गृहपाठ हा पाठ पुस्तकांव्यतिरिक्त इतर कोणत्याही भाषिक कौशल्य विकसित करणा-या विषयावर असावा.

बी. कॉम. तृतीय वर्ष
सत्र - पंचम
हिन्दी

समय - २ घण्टे

पूर्णांक - ४०

पाठ्यक्रम का इकाइयों में अंक विभाजन एवम् प्रश्नों का स्वरूप निम्न प्रकार से होगा।

इकाई : एक - आधारभूत पाठ्यक्रम के तीन निबंध (१ से ३) से एक दीघा त्रि प्रश्न विकल्प के साथ पूरा जायेगा। $१ \times ८ = ८$ अंक

इकाई : दो - भाषागत पाठ्यक्रम के पाँच पाठ (१ से ५) से कुल पाँच लघु त्रि प्रश्न पूरे जायेंगे। जिनमें से तीन प्रश्न हल करना अनिवार्य होगा। $३ \times ४ = १२$ अंक

इकाई : तीन - पाँच विभाग से : कविता (१ से ६) से दो कविताओं का केन्द्रीय भाव विकल्प के साथ पूरा जायेगा। $२ \times ४ = ८$ अंक

इकाई : चार - उत्पादित वस्तु के विक्री हेतु एक विज्ञापन का प्रारूप विकल्प के साथ पूरा जायेगा। $४ \times १ = ४$ अंक

इकाई : पाँच - इकाई एक, दो और तीन से कुल आठ वस्तुनिष्ठ अतिलघु त्रि प्रश्न पूरे जायेंगे। $८ \times १ = ८$ अंक

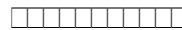
आन्तरिक मूल्यांकन

१० अंक

१. पाठ्यपुस्तक पर आधारित गृहपाठ - ५ अंक

२. पाठ्यपुस्तक पर आधारित मौखिकी - ५ अंक

पुस्तक - प्रभास, संपादक - डॉ. निभा उपाध्याय, डॉ. सुशान्त ठोके, डॉ. मनोज जोशी
प्रकाशक - राघव पब्लिशर्स एण्ड डिस्ट्रिब्यूटर्स, नागपुर.



वाणिज्य स्नातक [B.Com] भाग ३ (सत्र - ५)
संस्कृत आवश्यक

पुस्तक : गीर्वाणसारथि - भाग ३

मुख्य संपादक - डॉ. भगवान पंडा,

सह संपादक - डॉ. मीनाक्षी भांदककर, श्री आतिश कुलकर्णी

गुण - लेखी परीक्षा - ४०

वेळ - २ तास

अन्तर्गत मूल्यमापन - १०

एकूण गुण - ५०

घटक — १ : ग पाठ १ व २	- ०८ गुण
घटक — २ : ग पाठ ३ व ४	- ०८ गुण
घटक — ३ : प पाठ १ व २	- ०८ गुण
घटक — ४ : प पाठ ३ व ४	- ०८ गुण
घटक — ५ : वरील ४ घटकांवर आधारीत प्रश्नावली (भाग ५) -	०८ गुण

-०-

प्रश्नपत्रिकेचे स्वरूप

वेळ - २ तास पूर्ण गुण - ४०

लेखी परीक्षा

प्रश्न (१) दीघा १री प्रश्न (दोन पैकी एक)	- ०८ गुण
प्रश्न (२) ४ पैकी २ अनुवाद करा (५ ते ६ ओळ चे उतारे)	- ०८ गुण
प्रश्न (३) दीघा १री प्रश्न (दोन पैकी एक)	- ०८ गुण
प्रश्न (४) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- ०८ गुण
प्रश्न (५) १० पैकी ०८ वस्तुनिष्ठ प्रश्न	- ०८ गुण

अन्तर्गत मूल्यमापन -

पूर्ण गुण - १०

१) स्वाध्याय	- ०५ गुण
२) मौखिक	- ०५ गुण

एकूण गुण --१०

टीप - लेखी परीक्षा व अंतर्गत मूल्यमापन या दोन्ही परीक्षांमध्ये [वतं]पणे उ[णि]ण[होणे] आवश्यक असेल. [यासाठी किमान गुण खालील [माणे] आवश्यक असतील.

लेखी परीक्षा	- ४० पैकी १६ गुण आवश्यक
अंतर्गत मूल्यमापन	- १० पैकी ०४ गुण आवश्यक

गीर्वाणसारथिः (भाग - ३)

संस्कृत आवश्यक या विषयासाठी [तावित] अ[यास]म

अनुक्रमणिका

पाचवेस

ग[विभाग]

१) दानवीरः कणः	- कणभीरनाटकम्	महाकविः भासः
२) का[पु]षो[प]	- का[मीमांसा]	राजशेखरः
३) म[दविषसप]यि कथा	- हितोपदेशः	नारायणशमा
४) धांदुलदृ[तिः]	- सव[ीच]धरलीलामृतम्	

पविभाग

१) लोकसंहः	- गांधीगीता	एस. एन. ताडप्रीकर
२) अयोयः	- भामिनीविलासः	पंडित जगन्नाथः
३) भारवेरथगौरवम्	- किराताजुनीयम्	महाकविः भारविः
४) यज्ञः	- महाभारतम्	आदिकविः णसः

पवली भाग ५

Appendix - F

वाणिज्य स्नातक भाग-३
सेमिस्टर- ५
पाली आणि प्राकृत (आवश्यक)

वेळ २ तास

लेखी परीक्षा-- ४०
अंतर्गत मूल्यमापन -१०
एकूण-- ५०

युनिट-१

१) मशपरिनिब्बाण सु ।	--	१) राजगं	०८ गुण
		२) अम्बलिकायं	
		३) अम्बपालिगणिकाय भोजनं	

युनिट-२

धम्मपद	--	१) तव्हावग्गो	०८ गुण
चरियापिटक	--	२) निमिराजचरिय	

युनिट-३

थेरीगाथा	--	१) अनोपमा थेरी	०८ गुण
		२) सुजाता थेरी	

युनिट-४

बौद्ध लेणी	--	१) अंजिता लेणी	०८ गुण
		२) वेरुळ लेणी	
		३) औरंगाबाद लेणी	

युनिट-५

युनिट क्रमांक १ ते ४ वरील वस्तुनिष्ठ प्रश्न सोडवा	--	०८ गुण
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अंतर्गत मूल्यमापन

१) घटक चाचणी	--	०५ गुण	(Class Test)
२) स्वाध्याय	--	०५ गुण	(Home Assignment)

सूचना :-

- १) घटक चाचणी ही अभ्यासक्रमावर आधारित असेल आणि सत्रामध्ये किमान दोन वेळ चाचणी घे न अंतिम परीक्षेत सरासरी गुणदान ॥ धरण्यात यावे.
- २) गृहपाठ (स्वाध्याय) हा अभ्यासक्रमावरील असेल.

वाणिज्य स्नातक भाग-३

सेमिस्टर- ५

पाली आणि प्राकृत (आवश्यक)

वेळ २ तास

लेखी परीक्षा-- ४०

प्रश्नपत्रिकेचे स्वरूप

प्रश्न - १	अ) भाषांतर करा (दोन पैकी एक)	--	४ गुण
	ब) सामान्य प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण

प्रश्न - २	अ) संदर्भासह गाथांचे स्पष्टीकरण (दोन पैकी एक)	--	४ गुण
	ब) सामान्य प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण
प्रश्न - ३	दिघा ारी प्रश्न सोडवा (दोन पैकी एक)	--	८ गुण
प्रश्न - ४	सामान्य माहिती लिहा	--	८ गुण
प्रश्न - ५	वस्तुनिष्ठ प्रश्न सोडवा (प्रत्येकी दोन गुण)	--	८ गुण

Appendix - G

Urdu Compulsory
B.Com. III
Semester- V

Theory: 40 Marks Time: 2 Hours

Text prescribed for study: **ROOH-E-ADAB (Part III)**
(As per Model curriculum of the UGC for B.Com III Semester V and published by the Aadhaar Publication Amravati.)

Unit-I : PROSE

1. Aurat (عورت) Maulana Niyaz Fatahpuri (مولانا نیاز فتح پوری)

Unit-II : PROSE

1. Ek wasiyat ki Tameel (ایک وصیت کی تعمیل) Mirza Farhatullah Baig (مرزا فرحت اللہ بیگ)

2. Chand Roz America mein (چند روز امریکہ میں) Ehtesham Husain (اعتماد حسین)

Unit-III : Poetry (شعر)

1. Akal aur Nafas ki Guftagoo (عقل اور نفس کی گفتگو) Altaf Husain Hali (الطاف حسین حالی)

Unit-IV : COMMUNICATION SKILL (ترکیبی مہارت)

1. Letter Writing
Applications for job Complaints Orders etc.

Unit-V : MCQs
Based on Unit. I, II and III

Distribution of Marks (40 : 10)

A : Theory - 40 Marks

Question No. 1 Prose

Any two long answer questions to be attempted out of four each carrying four marks based on

"Aurat (عورت)"

Marks: 4X2= 08

Question No. 2 Prose

a) Any two short answer questions to be attempted out of four each carrying two marks based on

"Ek wasiyat ki Tameel (ایک وصیت کی تمیل)"

Marks: 2X2= 04

b) Any two short answer questions to be attempted out of four each carrying two marks based on

"Chand Roz America mein (چند روز امریکہ میں)"

Marks: 2X2= 04

Question No. 3 Poetry

Any two stanzas to be attempted out of three each carrying two marks based on poem

"Akal aur Nafas ki Guftagoo (عقل اور نفس کی گفتگو)"

Marks: 4X2= 08

Question No. 4 COMMUNICATION SKILL

I. Letter Writing

Applications for job Complaints Orders etc.

(Any two out of four)

Marks: 4X2= 08

Question No. 5

Multiple Choice Questions based on Unit.I,II and III

Marks: 8X1= 08

B. Internal Assessment - 10 Marks

1. Viva-voce 05 Marks

2. Assignment 05 Marks

***B.Com. III
Semester- V
Cost Accounting***

Time : 3 Hours

Marks: 80

Objectives:

- 1. This course exposes the students to the basic concepts and tools used in Cost Accounting.*
- 2. To provide an understanding of the applications of Cost Accounting techniques for determination of cost of production.*

Unit I: 1.1: Cost Accounting: Meaning; Features; Functions; Advantages; Limitations; Difference between Cost Accounting and Financial Accounting.

1.2: Basic Cost Concepts: Concept of Cost; Cost VS Expenses and Losses; Cost Centre; Cost Unit; Cost Object; Methods of Costing.

1.3: Classification of Cost: Direct and Indirect Method; Fixed and Variable Costs; Historical and Pre-determined Costs.

Unit II: 2.1: Material Cost: Meaning and Classification of Materials; Material Purchase Procedure; Store Keeping; Stores Record.

2.2: Problems on Cost-Sheet (Cost Statements).

Unit III: 3.1: Labour Cost: Meaning of Direct Labour and Indirect Labour;

3.2: Methods of Time Keeping: Attendance Register (Muster Roll); Token or Disc Method; Time Recording Clocks; Biometric Time Recording Clocks.

3.3: Methods of Wage Payment: Time rate system; Piece Rate System; Incentive Schemes of Halsey and Rowan.

3.□: Problems on Tender.

Unit IV: □1: Overheads: Meaning and Definitions of Overheads; Classification of Overheads.

□2: Reconciliation of Cost and Financial Accounts: Meaning; Reasons for Variations ; Different Treatment of Items; Items appearing only in Cost Accounts; Problems on Reconciliation of Cost Accounts with Financial Account.

Unit V: □1: Process Costing: Meaning and Characteristics; Process Costing Procedure; Process Losses and Wastages; Joint and By-products, Methods of Assigning Joint Costs; Accounting for Joint Costs.

□2: Problems on Process Costing (Excluding Problems on Abnormal Gain/Loss and Internal Process Profit).

Books Recommended

1. Arora M.N. : Cost Accounting – Principles & Practice, Vikas, New Delhi.
2. Arora M.N. : Cost and Management Accounting – Theory Problems & Solutions, Himalaya Publishing House, Mumbai.
3. Tulsian P.C. Practical Costing : Vikas, New Delhi.
- Maheshwari S.N. : Advanced Problems and Solutions in Cost Accounting, Sultan Chand, New Delhi.
- M.C. Shukla, T.S. Grewal, M.P. Gupta : Cost Accounting ; Text and Problems; S.Chand & Co. Ltd., New Delhi.
- Jawaharlal : Cost Accounting : Second Edition; Tata Mcgraw- Hill Publishing Co. Ltd., New Delhi.
- SK. Sahajahan Ali. Subir Datta, Ashit Baran Saha: Theory and Practice of Cost Accounting: S.Chand & Company Ltd. Ramnagar, New Delhi 110055.

□ W.W.Bigg : Cost Accounts

9. L.N. Gupta : Cost Accounts

10. R.R.Gupta : Cost Accounts

11. M.G. Shukla : Cost Accounts

12. Dr. Pramod Fating : Cost & Management Accounting , Sir Sahitya Kendra, Nagpur

13. Cost Management Accounting: Dr.Pramod Fating, Dr. Milind Gulhane, Dr. Abdui Bari, Dr. Raju Rathi, Dr. Vilas Chopade, Prof. Sanjay Kale: Sir Sahitya Kendra , Nagpur

हिन्दी

१. आई.बी.स सेना , लागत लेखा विधी

२. एम.एम.शु ला , लागत लेखा

३. एम.एल.अ त्वाल , परिव्यय लेखांकन

४. गुप्त त्रिवेदी , लागत लेखा

मराठी

१. प्रा.बी.एल. जिभकाटे, परिव्यय आणि व्यवस्थापन लेखाकर्म, वि । पब्लिशर्स, नागपुर

२. महाजन वाय.आर., परिव्यय आणि प्रबंधकीय लेखांकन, पपळापुणे अँड कं. पब्लिशर्स, नागपुर

३. पी किशोर मोहरील , परिव्यय आणि प्रबंधकीय लेखाकर्म, दासगणू प्रकाशन, नागपुर

४. सेठी, धूत , परिव्यय लेखांकन, वि । प्रकाशन, नागपुर

Appendix - I

B.Com Part
Semester V
Business Environment

Time :Three Hours

Marks 0

Course Outcome:-The contents herein intend to develop the ability to understand and interpret sector wise business environment of India.

Unit 1 Indian Business Environment

1.1 Concept, definition and Importance

1.2 Nature and scope of Business Environment

1.3 Components of Business Environment- Internal and External

1.4 Current trends in Business Environment:-Post Demonetization Business Environment

Unit 2 Indian Agricultural Environment

2.1 Role and Characteristics of Agriculture in India

2.2 Agricultural Marketing-APMC-Importance, Functioning and Problems

2.3 Need of credit for Indian Farmers- Structure and Importance of NABARD

2.4 Current Trends in Agriculture Environment-Crop Insurance Scheme, Kisan Credit Card, Minimum Support Price

Unit 3 Indian Industrial Environment

3.1 Industrialization: Role and Pattern

3.2 Definition and Role of Small Scale, Cottage and Micro Industries

3.3 Industrial Sickness: Concept, Definition, Causes and Remedies

3.4 Current Trends in Industrial Environment: Industrial Policy 2013

Unit 4 Indian Service Environment

4.1 Nature, Contribution, Scope and Coverage of Indian Service Sector

4.2 Growth and Present State of IT Services in India

4.3 Tourism And Hospitality Industry: Prospects and Problems

4.4 Current Trends in Service Environment: Right to Disconnect

Unit India and Foreign Trade Environment

- 5.1 Importance of Foreign Trade for a Developing Economy
- 5.2 Balance of Trade and Balance of Payment
- 5.3 Foreign Trade Policy
- 5.4 Current Trends in Foreign Trade Environment: FDI and FII

Books Recommended:

- 1) Indian economy-Dutt. R.,K Sundaram, S.Chand, Delhi
- 2) The International business Environment-Sundram and Black, Printice Hall, New Delhi.
- 3) Economic Environment of Business, Misra and Puri, HPH, Mumbai

Appendix - J

**B.Com. III
Semester - V**

Business Regulatory Frame work

Time :3 Hours

Marks 0

Objective: To help the students to understand the concept of business Laws and it's applications in business regulation.

Unit-I : Indian Contract Act,1952 :-

- 1.1 Definition and Essentials of Valid Contract.
- 1.2 Classification of Contracts.
- 1.3 Communication, Acceptance and Revocation of Proposal.
- 1.4 Void and Voidable Contract. Agreement.
- 1.5 Contingent and Quasi Contract.
- 1.6 Performance of Contract.
- 1.7 Consequences and Remedies of Breach of Contract.

Unit- II Special Contracts:-

- 2.1 Indemnity & Guarantee:- Meaning, Rights, of Indemnity Holder and Indemnitor. Essential and Kinds of Guarantee, distinction between Indemnity and Guarantee.
- 2.2 Bailment and Pledge :- Meaning and Elements; Classification Duties and Rights of Bailor and Bailee, Termination of Bailment. Meaning and Essentials of Pledge, Rights and Duties of Pledgee and Pledger.
- 2.3 Agency:- Meaning, Essentials. Agent, Rules, Test and Creation of Agency.
- 2.4. Appointment of Agent, Duties, Rights and Position of Principal and Agent.
- 2.5 Termination of Agency.

Unit- III Sales of Goods Act, 1930 and Consumer Protection Act, 1986:

- 3.1 General Principles - Meaning Essentials and formation of Contract of Sale.
- 3.2 Conditions and Warranties :- Meaning Difference
- 3.3 Transfer of Ownership - Importance and Rules Regarding transfer of Ownership Duties of Seller and Buyer, Unpaid Seller.
- 3.4 Definition of Consumer, Importance, Objectives of Consumer Protection Act.
- 3.5 Grievance Redressal Mechanism

Unit - IV : Negotiable Instrument Act, 1881:

- 4.1 Introduction and Characteristics of Negotiable Instrument
- 4.2 Promissory Note, Bill of Exchange, Cheque and Bank Draft and there Definitions Characteristics, Types of endorsements, Crossing of Cheque
- 4.3 Holder, Holder in due course, Discharge of parties
- 4.4 Acceptance, Dishonour and Discharge of Negotiable Instrument

Unit- V: Goods and Services Tax Act, 2017

5.1 Definition of Goods, Services, CGST, SGST and IGST

5.2 Input Tax Credit, Supply of Goods or Services or Both

5.3 Rate of GST.

5.4. Basic Procedures in GST.

5.5 Powers of GST Officer, Offences, Penalties and Appeals.

Reference Books:

1. A Manual of Business law :Dr.S.N. Maheshwari and S.K. Maheshwari, Himalaya Publishing house ,New Delhi
- 2.Business Like: Tejpal sheth dorling Kindersley (India) Pvt. Ltd.
3. Mercantile law: MC Shukla S.Chand and company limited, New Delhi
4. Business law P.C. Tulsani Tata Mc-graw Hill Publishing Company limited, New Delhi
- 5.Business Law: P.Sarvanavel S.Senthil & S.Balakumar, Himalaya publishing house New Delhi
- 6.Business Law: C.L. Bansal, Taxman 's New Delhi
7. GST Ready Reckoner V.S. Date ,Taxman 's New Delhi
8. Indian Contract Act. & Sales of Goods Act: P. Sarvenavel, S. Sumathi, Himalaya Publishing House, New Delhi.
9. Mercantile Law : N.D. Kapoor, Sultan Chand & Sons Educational Publishing. New Delhi.
10. व्यवसायिक कायदे : काश देहलवाल, वश पलिशर एंड डी.यू.टी. नागपुर
11. व्यवसाय नियामक तत्व मंडल कायदा डॉ. अरवंद शिंदे, होते, जाधव, खडसे व नेउलकर, अनुराधा काशन, नागपुर
12. व्यवसाय नियामक कायदे रचना आणि कंपनीयांचा कायदा ए एस उखडकर, पंपलापुरे पलिशर नागपुर
13. व्यवसायिक नियमन संरचना डॉ चौधर आणि डॉ. तुषार कोटक : साई योत पलिक्शन , नागपूर

Appendix - K

B.Com.III
Semester- V
Process Business - I

Time: 3 Hours

Marks: 80

Objectives :

The course aims to educate the students with the different factors which effect business. This course aims to develop ability to understand and scan business environment as well as process in order to analyses the opportunities and take decisions under the uncertainty.

UNIT - I

Business Process :- concept, significance and nature, Elements of Business environment internal and external; Different roles of government in relation to business process. Social Responsibilities of Business.

UNIT - II

Industrial Policy - Its historical perspective in brief, Industrial Policy, Liberalisation. Economics Planning in India; Rational of economic planning, year plan - Eleventh five year plan concept & features.

UNIT - III

Public sector - its objectives and working, major problems of public sector enterprises; Privatisation of public sector enterprises - the issue involved. Role of Private and Joint Sectors.

UNIT - IV

Compensation Act - Industries Development and Regulation Act : Silent features, Foreign Exchange Regulation Act (FERA).

UNIT - V

Export- Import Policy ; Globalisation and Business Practices, WTO- Objectives and Role in International.

References Books

1. Indian Economy - By Sundrum R.K.
and Rreudradatta -- S.Chand Publications
2. Envirolmental Economics - Hedge Lao, Mc millan
3. Industrial Law - N.D.Kapoor.

Appendix - L

**B.Com. III
Semester - V
Co-operative Business- I**

Time :3 Hours

Marks □0

Objectives :

1. To grasp the historical development of Co-operatives in India
2. To Understand and appreciate theoretical development of the co-operative enterprises in India.
3. To appreciate role and relevance of co-operatives in the present economics environment.
4. To develop understanding and insight in co-operative development.

Unit - I

Cooperative Movement :- Origin, Meaning defination, Concept of Co-operation Principles of Co-operation.

Unit - II

Cooperative Movement in India History & growth of cooperative movement.
Post independence period / Trends in cooperative business in India.

Unit - III

Cooperative Management :- Concept - Goals - Governance Structure - Board - Executive Relationship Participative Democratic Control - Comparison of Managements of Profit Business and Cooperative (nonprofit) Business.

Unit - IV

Administrative System for Cooperatives :- At Central, State levels - secretary to government for Co-operatives - Registrars of Cooperative societies - Functional Registrars - Their powers and duties administrative set up under the control of RCS.

Unit - V

Issues In Co-operative Management :- Professional Management, De-officialisation - Operational Efficiency - Cooperative Democracy Vs. Efficiency - Key Result Areas - Strategies for sustainable Development of Cooperatives in India.

References Books:-

- 1.kamat G.S , New Dimensions of Cooperative Management, Himalaya Pubishing House, New Delhi, 1987.
2. Kapoor D.R. Hand Book of Cooperative Audit, Anmol Publications Pvt.Ltd.,New Delhi, 1998.
3. Krishnaswami O.R. Cooperative Account Keeping, Oxford IBH Co., New Delhi, 1990.
4. Krishnaswami O.R. Democracy in Action, Somaiya Publishing House, New Delhi, 1990.
5. Kulandaiswamy V.,Text Book of Cooperative Managements, Aruda academy,Coimbatore 2002 .
6. Manickavasagam P.A. Treatise on Cooperative Account Keeping, Rainbow Publications Coimbatore, 1989.
7. Nakkiran, S. A.Treatise on Cooperative Management, Rainbow publications, Coimbatore, 2002.
8. Shah, A.K. Professional Management for Cooperatives, Himalaya Publishing House, New Delhi, 1987
9. Sujit Jikidar and Alok K. Pramanik(ed) Accounting and Auditing, Deep & Deep Publications, New Delhi 2001
10. Weeraman P.E. AModal Cooperative Societies Law with the Authors Commentary, New Delhi,ICA 1994
11. Weeraman P.E. The Effect of Cooperative Law on the Autonomy of Cooperatives in South East Asia, New Delhi, ICA 1989.

Appendix - M

B.Com.III
Semester - V
Indian Insurance System I

Time : Three Hours

Marks 100

Course Outcome: To provide an insight into the working of Insurance Industry

Unit I: Horizon of Insurance Industry

- 1.1 Insurance: Concept and Objectives
- 1.2 Insurance: Nature, Scope and Role
- 1.3 Risk Premises: Concept and Kinds
- 1.4 Risk: Identification, Assessment & Transfer

Unit II: Life Insurance

- 2.1 Meaning, Definition and Features, Scope and Coverage
- 2.2 Need and Assessment
- 2.3 Types of Plans
- 2.4 Claim settlement Procedure and Problems

Unit III: Insurance for Industry and Business [Fire & Marine]

- 3.1 Meaning, Definition and Features, Scope and Coverage
- 3.2 Need and Assessment
- 3.3 Types of Plans
- 3.4 Claim settlement Procedure and Problems

Unit IV: Insurance for Agriculture [Crop & Livestock]

- 4.1 Meaning, Definition and Features, Scope and Coverage
- 4.2 Need and Assessment
- 4.3 Types of Plans
- 4.4 Claim settlement Procedure and Problems

Unit V: Health and Accident

- 5.1 Meaning, Definition and Features, Scope and Coverage
- 5.2 Need and Assessment
- 5.3 Types of Plans
- 5.4 Claim settlement Procedure and Problems

Suggested Reading:

- 1) Insurance, Dr. C.J.Joshi, PhadakePrakashan, Kolhapur
- 2) Insurance Principles and Practice, M.N.Mishra, S.Chand & Company, New Delhi
- 3) Principles and Practices of Insurance, Dr. P.Periasamy, Himalaya Publishing Houses

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Appendix - N

B.Com III SEM V
Indian Banking System-I

Time : 3 Hours

Marks: 80

Outcome: To provide insight into the various types of banks and their role in Indian Economy.

Unit I: Public Sector Banks

- 1.1 Concept, features and objectives
- 1.2 Functions and Importance
- 1.3 Regulatory Provisions under Banking Regulation Act 1949
- 1.4 Origin and Role of State Bank of India in Indian Economy

Unit II: Private Banks

- 2.1 Concept, features and objectives
- 2.2 Functions and Importance

2.3 Regulatory Provisions under Banking Regulation Act 1949

2.4 Origin and Role of ICICI Bank, HDFC Bank and Axis Bank in Indian Economy

Unit III: Cooperative Banks

3.1 Concept, features and objectives

3.2 Functions and Importance

3.3 Regulatory Provisions under Banking Regulation Act 1949

3.4 Role of District Cooperative Bank in Indian Economy

Unit IV: Development Banks

4.1 Concept, features and objectives

4.2 Functions and Importance

4.3 Regulatory Provisions under Banking Regulation Act 1949

4.4 Role of NABARD in Indian Economy

Unit V: Non-Banking Financial Institutions

5.1 Concept, features and objectives

5.2 Functions and Importance

5.3 Regulations and Types

5.4 NBFC V/s Banks

Suggested Readings:

- 1) S. Natarajan & Dr. R. Parameswaran, Indian Banking, S.Chand
- 2) Dr. gangadhar Kayande-Patil, Fundamentals of Banking, Chaitanya Publications, Nashik
- 3) Panandikar S.G. and Mithani D.M., Banking in India, Orient Longman
- 4) Sayers R.S.: Modern Banking, Oxford University Press
- 5) Shekhar and Shekhar: Banking Theory and Practice, Vikas Publication House, New Delhi
- 6) Tennan M.L.: Banking Law and Practices in India, Indian Law House, New Delhi
- 7) Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Indian Banking System, Sainath Publication, Nagpur

Appendix - O

B.Com. III

Semester V

Internet and World Wide Web - I

Time : 3 Hours

Marks: 40 Theory

Objective : The course aims at familiarizing the students with the basic concepts and ground rules of Internet and the various services it offers including designing of website and how to access information from depositories in the world wide web.

Unit I:

1.1: Network: Meaning of Network, Types of Network Topologies: Bus Topology, Ring Topology, Star Topology, Mesh Topology, Tree Topology, Hybrid Topology

1.2: Types of Networks: Local Area Network (LAN), Metropolitan Area Network (MAN), Wide Area Network (WAN)

1.3 : Network Model: Peer to Peer Network, Server based Network

Unit II:

2.1 : Internet : Concept, Uses of Internet, essential components for internet

2.2 Internet Enabled Services: Usenet & News group, File Transfer Protocol, Internet Relay Chat, Frequently asked question

2.3 : The mechanism of the internet: Internet protocol suite, protocol stack, TCP/IP protocol model

2.4 : Open System Interconnection Reference Model (OSIRM): Application Layer, Presentation Layer, Transport Layer, Network Layer, Data-link layer and Physical Layer, and Application Layer, mechanism transmitting the message across the network and functions of each layer, processing data at the destination.

Unit III:

3.1: Electronic Mail : Procedure for creating new email ID , signing in to created email ID , sending email, meaning of BCC and CC, procedure to send attachment through email, deleting email.

3.2: Gmail: Uses and features of Gmail, components of Gmail

3.3: Password: meaning of password, how to create strong password, where password is use on internet.

3.4: Captcha : Meaning of Captcha, why and where Captcha is used, how Captcha is created.

Unit IV:

4.1: The World Wide Web Consortium (W3C): Origin and Evaluation , standardizing the web, W3C members, W3C recommendations.

4.2: Architecture of world wide web, exploring the world wide web, procedure of browsing and searching

4.3: Website: Meaning of Website, web page and home page, features of webpage, Meaning of portal, Address-URL, hyperlink

Unit V:

5.1 Designing Website/ Webpage: HTML: Concepts,features, advantages and limitations, versions of HTML Naming scheme for HTML document

5.2: Explanation of Structure of the home page, HTML Basic Tags, Formatting Tags, and Hyperlink tags, Table Tag, Image Tag, Forms Tags,

Note: For practical:1 Mail account opening, mail send & delete, Creation of web-page by using HTML tags in Note Pad/ Word Pad.2 Practical batch will be 20 students

Books Recommended:

- 1) Agarwala Kamlesh N. and Agrawala Deeksha
Bridge to the online store front: Macmillon India, New Delhi
- 2) Phillips Lee Anne,
Practical HTML 4, Prentice Hall New Delhi.
- 3) Minoli Deniel, Minoli Emma.
Web Commerce Technology Hand book, Tata MC:Graw Hill, New Delhi.
- 4) Deitel Harvey M. and Deitel Paul J and Neita T.R. Complete Internet and World Wide Web programming Training courses, Prentice Hall, New Delhi.
- 5) इंटरनेट आणि वर्ल्ड वाईट वेब (WWW).. Prof. S.M. Kolte, Pimpalpure & Co. Publishers, Nagpur.

- 6) ,Internet and World Wide Web, Prof. UdayShrikrushna Kale, Shri SainathPrakashan,
DharmpethNagpur-10

Scheme of Examination

Year	Paper	Total Marks		Minimum Passing Marks	
B.Com.	Internet and	T	P	T	P
Semester V	World Wide Web- I	40	40	24	14

Division of Marks for Practical

Record Preparations	:	10 Marks
Practical	:	15 Marks
Description	:	10 Marks
Viva	:	<u>5 Marks</u>
Total	:	□0 Marks

□ □

Appendix - P

B.Com. III
Semester V
e-COMMERCE - I

Time : 3 Hours

Marks: 0

Objective: The objective of the course is to familiarize the students with the essentials of internet based e-commerce and to make them comprehend its practical aspects as well as growth potential of e-commerce in India.

Unit I: Basics of e-commerce:

Meaning of e-commerce, Essential components of e-commerce, four basic models/ concepts of e-commerce, Operational scheme of e-commerce, Benefits of e-commerce, Limitations of e-commerce and e-commerce v/s traditional commerce

Unit II: e-commerce in India:

History of Internet, Initiation of internet in India, Growth of internet users in India, Current scenario of e-commerce in India, Government FDI policy about e-commerce in India, Future of e-commerce in India

Unit III: Retail e-commerce:

Concepts of Business to Consumer (B2C), Consumer to Business (C2B) and Consumer to Consumer (C2C) e-commerce, Consumer's shopping procedure on internet, Disintermediation and re-intermediation in B2C, E-auction procedure and benefits

Unit IV: B2B e-commerce:

Meaning and characteristics of Business to Business (B2B) e-commerce, Key technologies for B2B e-commerce, E- Marketplace models of B2B- Supplier oriented marketplace, Buyer oriented marketplace and Intermediary oriented marketplace

Unit V: e- Payment and e- Banking:

Indian Payment Models, e-payments options: Electronic fund transfer (EFT), Credit cards and debit cards based payment, Use of mobile applications (apps) for e-payment, Meaning of electronic banking, online banking services, benefits of online banking, Future of online financial services in India

Books Recommended

1. Agrawala Kamalesh N and Agrawal Deeksha :
Bride to Online Storefront, Macmillon India, New Delhi.
2. Agarwala Kamalesh N. and Agrawal Deeksha:
Business on the Net- Introduction toe- Commerce; Macmillon India, New Delhi
3. Agarwala Kamalesh N. and Agrawal Deeksha:
Bulls, Bears and The Mouse-An Introduction to Online Stock Market Trading; Macmillillon India, New Delhi.
4. Tiwari Dr. Murli Dr.:
Education and E-Governance; Macmillon India, New Delhi.
5. Afuah A.and Tucci C.:
Internet Business Models and Strategies; Mc Graw Hill, New York.

Internal Assessment Scheme

1. Theory paper will carry 60 marks and internal assessment 40 marks
2. 40 % Marks will be based on continue evaluation of the student assignment, class test, seminar and web-site visit /Industrial visit and project report.
3. Student will have to work under the guidance of the teacher and submit project report before fifteen days of the commencement of the theory examination.

Appendix - □

***B.Com. III
Semester- VI
Compulsory English***

Time: 2 Hours

Marks: 40

Prescribed Textbook : Horizons by Board of Editors Published by Orient Blackswan.

UNIT I: PROSE		
SR.NO	PROSE	AUTHOR
1	Sunder Pichai	
2	Mallika Srinivasan	
3	Muhammad Yunus	
4	Introduction to the Right to Information Act, 2005	Pralhad Kachare
UNIT II : POETRY		
1	All the World's A Stage	William Shakespeare
2	How Do I Love Thee	Elizabeth Barrett Browning
3	The Duck and the Kangaroo	Edward Lear
4	Ode To Autumn	John Keats
UNIT III: COMMUNICATION SKILLS		
Employability Skills		
✓ Leadership Skills		
✓ Teamwork Skills		
✓ Time Management		
✓ Stress Management		
Communication Skills		
✓ Advertising (Types of Advertising & Advertising Media, Techniques of effective advertising)		

MARKING SCHEME

UNIT I: Prose : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT II : Poetry : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT III : Communication Skills :

Any TWO out of THREE Questions (2 x 4 = 8 Marks)

8 Multiple Choice Questions on Unit I & II (8 x 1 = 8 Marks)

INTERNAL ASSESSMENT :

Interview Skill : 5 Marks

Home Assignment : 5 Marks

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Appendix - R

***B.Com. III
Semester- VI
Supplementary English***

Time: 2 Hours

Marks: 40

Prescribed Textbook : Golden Harvest [An English Coursebook for Undergraduates] by Board of Editors Published by Orient Blackswan.

UNIT I: [Prose & Poetry]		
SR.NO	Prose & Poetry	AUTHOR
1	My Struggle for an Education	Booker T. Washington
2	I am Getting Old Now	Robert Kroetch
3	Richard Cory	Edwin Arlington Robinson
4	Father Returning Home	Dilip Chitre
UNIT II : [Short Stories]		
1	The Thief	Ruskin Bond
2	An Accursed House	Emile Gaborian
3	Freedom at Midnight	Larry Collins and Dominique Lapierre
4	The Last Salvation	R.P.Sisodia.
UNIT III: [One Act Play]		
	A Marriage Proposal	Anton Chekhov

MARKING SCHEME

UNIT I : Prose : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT II : Poetry : Any THREE out of FOUR Questions (3 x 4 = 12 Marks)

UNIT III : One Act Play :

Any TWO out of THREE Questions (2 x 4 = 8 Marks)

8 Multiple Choice Questions on Unit I & II (8 x 1 = 8 Marks)

INTERNAL ASSESSMENT :

Interview Skill : 5 Marks

Home Assignment : 5 Mark

Appendix - S

बी.कॉम.भाग-३
विषय :- मराठी
सत्र सहावे

लेखी परीक्षा - ४० गुण
अंतर्गत मूल्यामापन - १० गुण

नेमलेले पाठ पुस्तक “आशय” भाग-३ (सत्र-५ व सत्र-६)

अनुक्रमणिका

विभाग अ : वैचारिक

- १) सावित्रीबाई जे.ले आणि ताराबाई शिंदे - डॉ.सदानंद मोरे
- २) डॉ.आंबेडकरांची राजकीय भूमिका - डॉ.भा.ल.भोळे
- ३) अंध ध्वा विनाशाय - पुरुषोत्तम अवारे

विभाग ब : ललित

- १) स्मशानातील सोन - अण्णाभा साठे
- २) अजातशत्रु अटलजी - शरद पवार
- ३) ललाटरेषा - मिल द जाधव
- ४) ठकन - दिवाकर सदांशिव

विभाग क : कविता

- १) गाभारा - कुसुमा ज
- २) बाई - सुखदेव जणके
- ३) निर्धार - अनंत खेळकर
- ४) धोंडी धोंडी पाणी दे - रवि महल्ले
- ५) माणसं - अशोक इंगळे

विभाग ड : उपयोजित मराठी

- १) जाहीर निवेदन -
- २) अहवाल लेखन -

बी.कॉम.भाग-३
विषय :- मराठी
सत्र सहावे

वेळ — २ तास

एकूण गुण — ५० गुण
लेखी परीक्षा -४० गुण
अंतर्गत मूल्यामापन — १० गुण

नेमलेले पुढ पुस्तक : “आशय” भाग-३ (सत्र-५ व सत्र-६)

लेखी परीक्षा गुण विभागणी :

विभाग अ : वैचारिक	०८ गुण
विभाग ब : ललित	०८ गुण
विभाग क : कविता	०८ गुण
विभाग ड : उपयोजित मराठी	०८ गुण
वरिल सर्व विभागांवर आधारित वस्तुनिष्ठ बहुपर्यायी प्रश्न	०८ गुण
एकूण	४० गुण

विभाग “ड” साठी संदर्भ म्हणून “उपयोजित मराठी ” , “जाहीर निवेदन ” “अहवाल लेखन ” हे दोन प्रकरण नेमण्यात आले असून त्यावर आधारित दोन लघु ारी प्रश्न विचारण्यात येतील. चार गुणांचा एक प्रश्न प्रत्यक्ष प्रकरणावर आधारित असेल आणि चार गुणांचा दुसरा लघु ारी प्रश्न हा जाहीर निवेदन तयार करणे कवा अहवाल तयार करणे अशा स्वरूपाचा असेल.

प्रश्ननिहाय गुण विभागणी

प्रश्न — १ ला (विभाग अ : वैचारिक) १ दीघा ारी प्रश्न	०८ गुण
प्रश्न — २ रा (विभाग ब : ललित) १ दीघा ारी प्रश्न	०८ गुण
प्रश्न — ३ रा (विभाग क : कविता) २ लघु ारी प्रश्न (प्रत्येकी ४ गुण)	०८ गुण
प्रश्न — ४ था (विभाग ड : उपयोजित मराठी) २ लघु ारी प्रश्न (प्रत्येकी ४ गुण)	०८ गुण
(टिप - वरील सर्व प्रश्नांना अंतर्गत पर्याय राहिल.)	
प्रश्न — ५ वा (विभाग अ,ब,क,ड) ८ वस्तुनिष्ठ प्रश्न (प्रत्येकी १ गुण)	०८ गुण

(टिप - अभ्यासक्रमातील अ,ब,क, ड या विभागांवर आधारीत प्रत्येकी २ प्रश्न)

अंतर्गत मूल्यामापन

एकूण १० गुणांची अंतर्गत मूल्यमपान परीक्षा राहिल.

गुण विभागणी

३) घटक चाचणी (Class Test)	०५ गुण
४) गृहपाठ (स्वाध्याय) (Home Assignment)	०५ गुण

लेखी परीक्षा व अंतर्गत मूल्यमापन या दोन्ही परीक्षांमध्ये स्वतंत्रपणे उ पूर्ण होणे आवश्यक असेल. त्यासाठी किमान गुण खालील प्रमाणे आवश्यक असतील.

लेखी परीक्षा - ४० पैकी १६ गुण आवश्यक

अंतर्गत मूल्यमापन - १० पैकी ४ गुण आवश्यक

सूचना :-

१) घटक चाचणी ही अभ्यासक्रमावर आधारित असेल आणि सत्रामध्ये किमान दोन वेळा चाचणी घे न अंतिम परीक्षेत सरासरी गुणदान ॥ धरण्यात यावे.

गृहपाठ हा पाठ पुस्तकांव्यतिरि त इतर कोणत्याही भाषिक कौशल्य विकसित करणा-या विषयावर असावा.

Appendix - T

बी. कॉम. तृतीय वर्ष

सत्र - षष्ठ

हिन्दी

समय - २ घण्टे

पूर्णांक - ४०

पाठ्यक्रम का इकाइयों में अंक विभाजन एवम् प्रश्नों का स्वरूप निम्न प्रकार से होगा।

इकाई : एक - आधारभूत पाठ्यक्रम के तीन निबंध (४ से ६) से एक दीघा री प्रश्न विकल्प के साथ पू ा जायेगा। १ X ८ = ८ अंक

इकाई : दो - भाषागत पाठ्यक्रम के पाँच पाठ (६ से १०) से कुल पाँच लघू री प्रश्न पू े जायेंगे। जिनमें से तीन प्रश्न हल करना अनिवार्य होगा। ३ X ४ = १२ अंक

इकाई : तीन - प विभाग से : कविता (२ से १२) से दो कविताओं का केन्ीय भाव विकल्प के साथ पू ा जायेगा। २ X ४ = ८ अंक

इकाई : चार - अपाठित ग ांश का सार एवं, शीर्षक पू ा जायेगा। १ X ४ = ४ अंक

इकाई : पाँच - इकाई एक, दो और तीन से कुल आठ वस्तुनिष्ठ अतिलघू री प्रश्न पू े जायेंगे। ८ X १ = ८ अंक

आन्तरिक मूल्यांकन

१० अंक

१. पाठ्यपुस्तक पर आधारित गृहपाठ - ५ अंक

२. पाठ्यपुस्तक पर आधारित मौखिकी - ५ अंक

पुस्तक - प्रभास, संपादक - डॉ.निभा उपाध्याय, डॉ. सुशांत ठोके, ि.मनोज जोशी
प्रकाशक - राघव प ब्लशर्स एण्ड डि स्ट्रिब्युटर्स, नागपुर

वाणिज्य स्नातक B.Com भाग ३ (सत्र - ६)

संस्कृत आवश्यक

पुस्तक : गीर्वाणसारथिः - भाग ३

मुख्य संपादक - डॉ. भगवान पंडा,

सह संपादक - डॉ. मीनाजी भांदककर, जी आतिश कुलकर्णी

गुण - लेखी परीक्षा	- ४०	वेळ - २ तास
अन्तर्गत मूल्यमापन	- १०	
एकूण गुण	- ५०	

घटक - १ : ग पाठ १ व २	- ०८ गुण
घटक - २ : ग पाठ ३ व ४	- ०८ गुण
घटक - ३ : प पाठ १ व २	- ०८ गुण
घटक - ४ : प पाठ ३ व ४	- ०८ गुण
घटक - ५ : वरील ४ घटकांवर आधारित प्रश्नावली (भाग ६)	- ०८ गुण

-०-

प्रश्नपत्रिकेचे स्वरूप

वेळ - २ तास

लेखी परीक्षा पूर्ण गुण - ४०

प्रश्न (१) दीघा १२ प्रश्न (दोन पैकी एक)	- ०८ गुण
प्रश्न (२) ४ पैकी २ अनुवाद करा (५ ते ६ ओळ चे उतारे)	- ०८ गुण
प्रश्न (३) दीघा १२ प्रश्न (दोन पैकी एक)	- ०८ गुण
प्रश्न (४) ४ पैकी २ श्लोकांचा अनुवाद करा (४ ओळ चे)	- ०८ गुण
प्रश्न (५) १० पैकी ०८ वस्तुनिष्ठ प्रश्न	- ०८ गुण

अन्तर्गत मूल्यमापन -

पूर्ण गुण - १०

१) स्वाध्याय	- ०५ गुण
२) मौखिक	- ०५ गुण
एकूण गुण	- १०

टीप - लेखी परीक्षा व अंतर्गत मूल्यमापन या दोन्ही परीक्षांमध्ये [वत]पणे उ[णि]होणे आवश्यक असेल.
[यासाठी किमान गुण खालील [माणे आवश्यक असतील.

लेखी परीक्षा	- ४० पैकी १६ गुण आवश्यक
अंतर्गत मूल्यमापन	- १० पैकी ०४ गुण आवश्यक

-०-

संस्कृत आवधिक या विषयासाठी लावित अयासम
सहावेस

गविभाग

- | | |
|------------------|-------------------|
| १) कतबोधः | - मुकुल कानिटकर |
| २) अपुजातकम् | - जातकमाला |
| ३) धयासि | - कथामृतम् |
| ४) कुमार यभिनिम् | - उररामचरितनाटकम् |

पविभाग

- | | |
|----------------|---------------|
| १) यगृहवर्णनम् | - मेघदूतम् |
| २) आमिषटकम् | - तोवायः |
| ३) सुभाषितानि | - सुभाषितसंहः |
| ४) ऋतुचया | - साथवामिटः |

लावली भाग ६

Appendix - V

वाणिज्य स्नातक भाग-३
सेमिस्टर- ६
पाली आणि प्राकृत (आवश्यक)

वेळ २ तास

लेखी परीक्षा-- ४०
अंतर्गत मूल्यमापन -१०
एकूण-- ५०

युनिट-१	मिलिन्दपन्हो	--	१) नागसेनस्स पब्बज्जा २) नागसेनस्स धम्मदेसना ३) नागसेनेन मिलिन्दस्स पठमसमागमो	०८ गुण
युनिट-२	थेरगाथा खु कपाठ	-- --	१) अंगुलिमाल थेर २) महामंगल सु ।	०८ गुण
युनिट-३	जातकसु ।	--	१) म ।भ ।क जातक २) उल्लक जातक	०८ गुण
युनिट-४		--	१) पालि निबंधो २) सामान्य माहिती	०८ गुण
युनिट-५	युनिट क्रमांक १ ते ४ वरील वस्तुनिष्ठ प्रश्न सोडवा	--		०८ गुण
अंतर्गत मूल्यमापन	१) घटक चाचणी २) स्वाध्याय	-- --	०५ गुण ०५ गुण	

सूचना :-

- १) घटक चाचणी ही अभ्यासक्रमावर आधारित असेल आणि सत्रामध्ये किमान दोन वेळ चाचणी घे न अंतिम परीक्षेत सरासरी गुणदान ॥ धरण्यात यावे.
- २) गृहपाठ (स्वाध्याय) हा अभ्यासक्रमावरील असेल.

वाणिज्य स्नातक भाग-३
सेमिस्टर- ६
पाली आणि प्राकृत (आवश्यक)

वेळ २ तास

लेखी परीक्षा-- ४०

प्रश्नपत्रिकेचे स्वरूप

प्रश्न - १	अ) भाषांतर करा (दोन पैकी एक)	--	४ गुण
	ब) सामान्य प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण
प्रश्न - २	अ) संदर्भासह गाथांचे स्पष्टीकरण (दोन पैकी एक)	--	४ गुण
	ब) सामान्य प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण
प्रश्न - ३	अ) लघु री प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण
	ब) दिघा री प्रश्न सोडवा (दोन पैकी एक)	--	४ गुण
प्रश्न - ४	सामान्य माहिती लिहा	--	४ गुण
	पालि निबंध	--	४ गुण
प्रश्न - ५	वस्तुनिष्ठ प्रश्न सोडवा, (कोणतेही चार) (प्रत्येकी दोन गुण)	--	८ गुण

Appendix - W

Urdu Compulsory
B.Com. III
Semester- VI

Theory: 40 Marks Time: 2 Hours

Text prescribed for study: **ROOH-E-ADAB (Part III)**
(As per Model curriculum of the UGC for B.Com III Semester VI and published by the Aadhaar Publication Amravati.)

Unit-I : PROSE

1. Leader (الیدر) Sultan Haidar Josh (سلطان حیدر جوش)

Unit-II : PROSE

1. Khawab Khawab Safar (خواب خواب سفر) Ram Lal (رام لعل)

2. E-Commerce (ای-کامرس) Edit by Dr. Shaheda Munaf (مرتبہ ڈاکٹر شاہدہ مناف)

Unit-III : Poetry (شعر)

1. Qaum Ki Ladkiyon Se Khitab (قوم کی لڑکیوں سے خطاب) Brij Narayan Chakbast (برج نارائن چکبست)

Unit-IV : COMMUNICATION SKILL (ارتقاء مہارت)

1. Report Writing

Unit-V : MCQs
Based on Unit. I, II and III

Distribution of Marks (40 : 10)	
A : Theory - 40 Marks	
Question No. 1 Prose	
Any two long answer questions to be attempted out of four each carrying four marks based on	
" Leader (لیدر) "	Marks: 4X2= 08
Question No. 2 Prose	
a) Any two short answer questions to be attempted out of four each carrying two marks based on	
" Khawab Khawab Safar (خواب خواب سفر) "	Marks: 2X2= 04
b) Any two short answer questions to be attempted out of four each carrying two marks based on	
"E-Commerce (ای-کامرس)"	Marks: 2X2= 04
Question No. 3 Poetry	
Any two stanzas to be attempted out of three each carrying two marks based on poem	
" Qaum Ki Ladkiyon Se Khitab (قوم کی لڑکیوں سے خطاب) "	Marks: 4X2= 08
Question No. 4 COMMUNICATION SKILL	
1. Report Writing	
(Any two out of four)	Marks4X2= 08
Question No. 5	
Multiple Choice Questions based on Unit.I,II and III	Marks: 8X1= 08
B. Internal Assessment -	10 Marks
1. Viva-voce	05 Marks
2. Assignment	05 Marks

Appendix - □

B.Com. III
Semester - VI
Management Accounting

Time: 3 Hours

Marks: 80

Objectives:

- 1. This course exposes the students to the basic concepts and tools used in Management Accounting.*
- 2. To provide an understanding of the applications of Management Accounting techniques for management decision making.*

Unit I: 1.1: Management Accounting: Meaning; Features; Advantages; Limitations; Scope and Functions of Management Accounting.

1.2: Comparison: Between Management Accounting and Financial Accounting, Between Management Accounting and Cost Accounting.

Unit II: 2.1: Break-Even-Analysis: Concept, Uses and Limitations of Break-Even-Analysis, Margin of Safety, Contribution, Use of P/V ratio for decision making, Cost-Profit-Volume Relationship, Fixed Cost Variation.

2.2: Problems on Break Even Analysis.

Unit III: 3.1: Ratio Analysis: Meaning of Ratio Analysis, Advantages and Limitations of Ratio Analysis

3.2: Problems on Profit and Loss Account Ratio.

3.3: Simple Problems on Balance-Sheet Ratio: Current Ratio; Quick Ratio and Proprietary Ratio

Unit IV: □1: Budget: Meaning and Definition of Budget; Characteristics of Budget; Types of Budget.

□2: Problems on Cash budget

Unit V: □1: Budgetary Control: Meaning and Definition of Budgetary Control, Objectives of Budgetary Control; Limitations of Budgetary Control.

□2: Problems on Flexible Budget.

Books Recommended

1. Khan M.Y. and Jain P.K. : Management Accounting; Tata Mcgraw- Hill Publishing Co. Ltd., New Delhi.
2. Kaplan R.S. and Atkison A,A. : Advanced Management Accounting; Prentice India International.
3. S.P. Gupta : Management Accounting; Sahitya Bhawan, Agra
4. Man Mohan Goyal: Principles and Practice of Management Accounting
5. N. Sarkar : Management Accounting
6. Hingorani : Management Accounting
7. R.K. Sawlikar; Management Accounting ; Das Ganu, Prakashan, Nagpur.

हिन्दी

१. आई.बी.स सेना , प्रबंधन लेखांकन
२. एस.पी.गुप्ता, प्रबंधकीय लेखाविधि

मराठी

१. देशकर सेठी , प्रबंधन लेखांकन
२. प्रा. एस.एन. पजरकर , प्रबंधकीय लेखांकन , किताब महल, नागपुर

डॉ प्रमोद ट ग , परिचय आणि प्रबंधकीय लेखांकन, सर साहित्य कें , नागपुर

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B.Com. III
Semester - VI
Economics of Development

Time :Three Hours

Marks 100

Course Outcome: To provide an insight into various growth models and their applicability in present scenario.

Unit 1 Economic Development

- 1.1 Economic Underdevelopment: Concept, Definition and Indicators
- 1.2 Economic Development: Concept, Definition and Indicators
- 1.3 Economic Growth: Concept, Definition and Indicators
- 1.4 Economic Development V/s Economic Growth

Unit 2 Economic Growth Models

- 2.1 Harrod & Domar model
- 2.2 Classical theories of Development: Adam Smith & David Ricardo
- 2.3 Karl Marx Theory of Development
- 2.4 Schumpeter and Capitalistic Development

Unit 3 Economic Growth Models

- 3.1 Vicious Circle of Poverty
- 3.2 Gunnar Mirdal's Theory of Circular Causation
- 3.3 Lewis theory of Unlimited Supplies of Labour
- 3.4 Big Push Theory of Development

Unit 4 Growth: Balanced & Unbalanced

- 4.1 Balanced Growth: Concept, Essentials and criticisms, Rodan's Approach
- 4.2 Duseanbari Effect, Prof. Nerks Approach of Balanced Growth
- 4.3 Unbalanced Economic Growth: Concept, Nature and Principle
- 4.3 SEZ: A Solution over Unbalanced Growth in India

Unit 5 Development of Capital: Human & Financial

- 5.1 Indicators and Importance of Human Resource Development
- 5.2 Quality of Human Capital-Role of Education and Health
- 5.3 Requirement of Capital Formation: Desired Rate of Growth and Incremental Capital-output ratio
- 5.4 Domestic Savings and Capital Formation in India: Trends and Analysis

Suggested Readings:

- a) Michel .P.Todaro and Stephen .C.Smith ,Economic Development ,Pearson Publication
- b) Ahluwalia ,MontekSingh,Economic Development and Planning,The new Oxford Companion
- c) Indian Economy and Reforms, Taxmann Publication
- d) Mishra and Puri,Himalaya Publication Indian Economy
- e) Dr. G.N.Zamare, Pimpalure Publication, Indian Economic Development & Economical Environment
- e) Ashwathappa,Himalaya Publication Business Environment,
- f) Cherunilam Francis ,Business Environment ,Himalaya Publication

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**B.Com. III
Semester - VI
COMPANY LAW**

Time : 3 Hours

Marks: 0 Theory

Unit I – Introduction

- 1.1 – Introduction; definition, silent features of company, Act 2013
- 1.2 – Formation of company, stages of formation
- 1.3 - Promoters, Functions of promoter, Duties and liabilities of promoter,
- 1.4 -Types of company,

Unit II – Incorporation of company

- 2.1– Incorporation of company
- 2.2 – Prospectus of company
- 2.3– MOA of company
- 2.4– Article of company

Unit III – Share capital of company

- 3.1 – Share capital of company, Types of share and debenture
- 3.2 – Issue of shares, Allotment, calls and forfeiture share
- 3.3 – Transfer & transmission of share
- 3.4-Share certificate and share warrant

UNIT IV - SECURITIES MARKET:

- 1- Brief history of Stock Exchange, Study of functions of BSE and NSE
- 4.2- Stock Exchanges and its importance.
- 4.3 - Primary Market and Secondary Market: Components of Primary Markets
- 4.4 - D-Mat Account: Definition and Procedure.

UNIT – V COMPANY SECRETARY AND COMPANY MEETINGS:

- 5.1 - Appointment, Duties and Responsibilities of Company secretary
- 5.2– Types of company meeting: Annual and General meeting of company, Statutory meeting of Company, – Extraordinary meeting
- 5.3 – Notice of meeting & Agenda of meeting, proceedings of meeting,
- 5.4 - Voting methods of meeting and quorum. Minutes proceeding of meetings, its contents

Reference books:

1. Company Law (volume-I) Rakesh Bhargava: Taxmann 's, New Delhi.
2. Company Act-2013: Ravi Puliani, Mahesh Puliani, Bharat Law House Pvt. LTD., New Delhi.
3. Principles of Company Law: M.C. Shukla, S.S. Gulshan, S Chand Company LTD., New Delhi.
4. A Tax Book of Company Law: P.P. Gogna. Chand & Company, New Delhi.
5. Company Law: Ashok K. Bagri, Vikas Publishing House Pvt. LTD. Bangalor
6. Indian Company Law: Awatar Singh, Sultan Chand & Sons, New Delhi
7. Guide to Company Law: Procedures, M.C. Bhandari, Wadhwa & Company, Nagpur
8. Company Law: H.K Saharaya, Universal Law Publishing Co., New Delhi
9. कंपनी कायदा: [करण चंद नेरकर, होते, वषाठाकरे आणि सी एस कांबळे, साई योत पब्लिकेशन, नागपूर]
10. कंपनी [वाध: डॉ. आर. एल. नौलखा. नौलखा, रमेश बुक डिपो, जयपुर]
11. कंपनी अधिनियम व अंकेण: डॉ. डी.पी. जैन, डॉ. आर.एम.एस. मालक, धनपतराय पब्लिकेशन कंपनी, नईदिल्ली
12. कंपनी साचवाची कायदा [त: ए. एस. उखडकर.

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Appendix - AA

**B.Com. III
Semester - VI
Process Business- II**

Time :3 Hours

Marks □0

Objectives : The course aims to educate the student with the different factors which effect business. This course aims to develop ability to understand business environment as well as process in order to analyses theopportunities and take decisions accordingly.

Unit - I

Business Policy as a study; Its Nature & Importance, Development & Classification of Business Policy; Mechanism of Policy making.

Unit - II

Levels of Management : Concept, types & responsibilities

Unit - III

Corporate Planning ; Concept of Long term Planning, Strategic Planning Nature, Process Importance.

Unit - IV

Strategy Formulation: Concept, Process & Affecting Factors. Strategy Evaluation : Process, Environmental Analysis.

Unit - V

International business environment - The economic environment; social and cultural environment, Political legal and regulatory environment, natural environment. Technological environment.

Reference Books :-

1. Business Organisation and Industrial Management - Daver.
2. Environmental Economics - Hedge Lan.
3. International Business Environmental . Sundaram & Black Prentice Hall, New Delhi.
4. Business Process Management. - By Routledge
5. Managing performance through Business Processes, Dominique Thiault.

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Appendix - AB

**B.Com. III
Semester - VI
Co-operative Business- II**

Time :3 Hours

Marks □0

Objectives : To understand the structural and functional dynamics of Co-operatives.

Unit - I

Indian Economy :- Its resource base - optimizing resources for balanced economic growth; integration of primary, secondary and tertiary sectors- the rolw of co-operatives, Co-operation and other business enterprise.

Unit - II

Primary Sector Co-operatives :- Constitution, Structure, Working Performance of agricultural and allied cooperatives, their Problems and prospects.

Unit - III

Secondary Sector Cooperatives :- Constitution, structure and working Performance of manufacturing / industrial/ processing cooperatives their problem and prospectus.

Unit - IV

Tertiary Sector of Cooperatives :- Constitution, Structure and working performance of education, medical, tourism, housing, banking & insurance, marketing and consumer Coopeatives - their problems and prospects.

Unit - VI

Cooperative Development Agencies :- Constitution and working of ICA, NCDC, NCUI, NABARD, NDDB, RBI.

Reference Books :-

1. Asian Drama - Gunna Mirdal
2. Dubhuashi, P.R. Principles and philosophy of Cooperation, VAMNICOM, Pune, 1970
3. Hajela T.N., Principles, Problems and Practices of Cooperation , Konark Publishers, New Delhi, 2000
4. Ian Mac Pherson, Cooperative Principles for the 21 st Centruy, ICA, Geneva 1995.
5. Krishnasamy O.R. and Kulandaiswamy, V., Cooperation : Concept and Theory, Arudra Academy.
6. Krishnasamy O.R. Fundamentals of Cooperation., S. Chand & Co., New Delhi., 1985
7. Mathur B.S. , Cooperation in India , Sahithya Bhavan Publishers, Agra, 2000
8. Paul Lambert, Studies in social philosophy of Cooperation, Cooperative Union Ltd.,Manchester, 1963
9. Plunkett Foundation, The World of Cooperative Enterprises, 1996.
10. Puri, S.S. Ends and Means of Cooperation, NCUI, New Delhi, 1979.
11. Rajagopalan R.Rediscovering Cooperation (Vo. I,II,III) IRMA Anand 1996.
12. Ravichandran K and S. Nakkiran(2009), Cooperation: Theory and Practice, Abhijit publication New Delhi.
13. Sivaprakasam, P. Personnel Management in Central Cooperative Banks in India, Kanishka Publication, New Delhi., 1993.
14. Socialisation & Inclusion - Amarthiya Sen.

Appendix - AC

B.Com. III

Semester - VI

Indian Insurance System II

Time :Three Hours

Marks □0

Course Outcome: To provide an insight in to the regulating and functioning of Insurance Business

Unit I: Insurance corporations:

- 1.1 LIC: Formation, Management &Functions
- 1.2 LIC: Role and Importance in Economic Development
- 1.3 New India Assurance Company: History, Management, Functions
- 1.4 New India Assurance Company: Role and Importance in Economic Development

Unit II: Insurance Regulations and Acts

- 2.1 IRDA: History, Role and Limitations
- 2.2 IRDA Act 2002
- 2.3 Life Insurance Act 1956
- 2.4 General Insurance Business Act 1972

Unit III Career in Insurance-Agent

- 3.1 Definition, Meaning and Functions of an Agent
- 3.2 Procedure for obtaining an agency
- 3.3 Economic Reward of an agent
- 3.4 Suspension and Termination of an Agency

Unit IV Insurance Marketing

- 4.1 Marketing Dimensions of Insurance Industry
- 4.2 Distribution Patterns and Channels
- 4.3 Pricing and Promotion of Insurance policies
- 4.4 Advertising and Branding of Insurance policies

Unit V Current Scenario of Insurance Industry

- 5.1 Information Technology and Insurance Procedure
- 5.2 Insurance and Social Security
- 5.3 PradhanmantriJeevanjyotiBimaYojana&PradhanmantriSurakshaBima Yojana
- 5.4 Ayushman Bharat-Pradhanmantri Jan AroogYojana

Suggested Reading:

- 1) Insurance, Dr. C.J.Joshi, PhadakePrakashan, Kolhapur
 - 2) Insurance Principles and Practice, M.N.Mishra, S.Chand& Company, New Delhi
 - 3) Principles and Practices of Insurance, Dr. P.Periasamy, Himalaa Publishing Houses
 - 4) Insurance Regulatory Development Act
 - 5) Life Insurance Corporation Act 1965
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Appendix - AD

**B.Com III SEM VI
Indian Banking System-II**

Time : 3 Hours

Marks: 0

Course Outcome: To provide insight into the various functions of retail banks and associated proceduralaspects.

Unit I: Retail Banking

- 1.1 Concept, Role and Importance
- 1.2 Scope and Coverage
- 1.3 Objectives and Importance
- 1.4 Future of Retail Banking in India

Unit II: Deposits: A Banking Shake hand

- 2.1 Concept, Role and Importance
- 2.2 Types of Deposits and their relevance
- 2.3 Procedure and formalities (KYC)
- 2.4 Prime minister JandhanYojana: Concept, Objectives and Importance

Unit III: Advances: Ultimate Banking Purpose

- 3.1 Concept, Role and Importance
- 3.2 Types of Advances and their relevance
- 3.3 Procedure and formalities
- 3.4 Prime minister Mudra Yojana:Concept, Objectives and Importance

Unit IV: Agency Functions: Trusteeship

- 4.1 Concept, Role and Importance
- 4.2 Types of Agency Functions and their relevance

4.3 Procedure and formalities

4.4 Agency functions towards Government

Unit V: Online Banking: Modern Incarnation

5.1 Internet Banking: Concept, Procedure and Precautions

5.2 Mobile Banking: Concept, Procedure and Precautions

5.3 Mobile Payment Wallets: Concept, Procedure and Precautions

5.4 Plastic money: Concept, Procedure and Precautions

Suggested Readings:

- 1) S. Natarajan & Dr. R. Parameswaran, Indian Banking, S. Chand
- 2) Dr. Gangadhar Kayande-Patil, Fundamentals of Banking, Chaitanya Publications, Nashik
- 3) Panandikar S.G. and Mithani D.M., Banking in India, Orient Longman
- 4) Sayers R.S.: Modern Banking, Oxford University Press
- 5) Shekhar and Shekhar: Banking Theory and Practice, Vikas Publication House, New Delhi
- 6) Tennan M.L.: Banking Law and Practices in India, Indian Law House, New Delhi
- 7) Dr. Sudhir Bodhankar, Dr. Medha Kanetkar, Indian Banking System, Sainath Publication, Nagpur

Appendix - AE

B.Com. III

Semester VI

Internet and World Wide Web - II

Time : 3 Hours

Marks: 100 Theory

Objective : The course aims at familiarizing the students with the basic concepts and ground rules of Internet and the various services it offers including designing of website and how to access information from depositories in the world wide web.

Unit I :

1.1 Web Browsing: History of web Browsers, Basic Functions of Web Browser, Types of Web Browsers.

1.2 Features of: Internet Explorer, Google Chrome, Mozilla Fire Fox, UC Browser and Opera Mini

Unit II:

2.1: Web Directory: Meaning of Web Directory, Features of Web Directory, Types of Web Directory.

2.2: Search Engines: Meaning of Search engines, history of search engines, guideline for effective searching.

2.3: Features of Google, Bing and Yahoo Search engines

Unit III:

3.1: Social Networking Websites: Meaning of social networking website, Features of Social networking websites, objectives of social networking website. Features of Facebook, Instagram and Tweeter Website.

3.2: Mobile Applications (App): Meaning of Mobile App, Features of Mobile App, Feature of What's App, Google Play Store and BHIM App.

Unit IV:

4.1: Google Drive: Meaning of Google Drive, Features and Uses of Google Drive

4.2: Google Forms: Meaning of Google Forms, Features of Google Forms, Creating of Google Forms, sending Google forms for survey.

4.3: Google Classroom: Concept of Google Class room, feature of Google Class Room, Creation of Google Class room

Unit V:

5.1: M.S. FrontPage Express: Concept & features of MS Front page and its Important, Opening window of Front page

5.2: Using MS Front Page to create webpage: Entering & editing text, Inserting Images, Symbol, Labels and forms.

Note:For practical: Browsing & surfing web browsers, Creation of Google forms & classroom of webpage by using MS Front page. 20 Practical batch will be 20 students

Books Recommended:

1. Agarwala Kamlesh N. and Agrawala Deeksha
Bridge to the online storefront: Macmillon India, New Delhi
2. Phillips Lee Anne,
Practical HTML 4, Prentice Hall New Delhi.
3. Minoli Deniel, Minoli Emma.
Web Commerce Technology Hand book, Tata MC: Graw Hill, New Delhi.
4. Deitel Harvey M. and Deitel Paul J and Neita T.R. Complete Internet and World Wide Web programming Training courses, Prentice Hall, New Delhi.
5. इंटरनेट आणि वर्ल्ड वाईट वेब (WWW). Prof. S.M. Kolte, Pimpalapur & Co. Publishers, Nagpur.
6. Internet and World Wide Web, Prof. Uday Shrikrushna Kale, Shri Sainath Prakashan, Dharmapeth, Nagpur-10

Scheme of Examination

Year	Paper	Total Marks		Minimum Passing Marks	
B.Com.	Internet and	T	P	T	P
Semester VI	World Wide Web- II	40	40	20	10

Division of Marks for Practical

Record Preparations	:	10 Marks
Practical	:	15 Marks
Description	:	10 Marks
Viva	:	5 Marks
Total	:	40 Marks

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**B.Com. III
Semester VI
e-COMMERCE- II**

Time : 3 Hours

Marks: 100

Objective: The objective of the course is to acquaint the students with the internet- based e-commerce business models, internet marketing and e-governance.

Unit I: Internet e-commerce Business Models:

Social media model, advertising model, retail model, hybrid model, merchant model, informational model, drop-shipping model and revenue model.

Unit II: B2C Internet Marketing

Meaning of online marketing or internet marketing, online marketing strategies, marketing channels, internet branding, online publishing and advertising.

Unit III: B2B Online Marketing

Use of internet based electronic data interchange (EDI), Benefits of online marketing in B2B e-commerce, procurement reengineering, just in time delivery, online marketing issues.

Unit IV: E-governance:

Meaning of e-governance and e-government, Objectives of E-governance, Private sector interface in E-Governance, Concepts of government to Business (G2B), Business to Government (B2G), Citizen to Government (C2G),

Unit V: E- Governance Models

Application of Internet EDI in E-governance, E-governance in India, E-Governance Models, Comparative Analysis Model, Wider Dissemination Model, Critical Flow Model, E-advocacy Model

Books Recommended

1. Agrawala Kamallesh N and Agrawal Deeksha :
Bride to Online Storefront, Macmillon India, New Delhi.
2. Agarwala Kamallesh N. and Agrawal Deeksha:
Business on the Net- Introduction to e- Commerce; Macmillon India, New Delhi
3. Agarwala Kamallesh N. and Agrawal Deeksha:
Bulls, Bears and The Mouse-An Introduction to Online Stock Market Trading; Macmillilllon India, New Delhi.
4. Tiwari Dr. Murli Dr.:
Education and E-Governance; Macmillon India, New Delhi.
5. Afuah A.and Tucci C.:
Internet Business Models and Strategies; Mc Graw Hill, New York.

Internal Assessment Scheme

1. Theory paper will carry 60 marks and internal assessment 40 marks
2. 40 % Marks will be based on continue evaluation of the student assignment, class test, seminar and web-site visit /Industrial visit and project report.
3. Student will have to work under the guidance of the teacher and submit project report before fifteen days of the commencement of the theory examination.

NOTIFICATION

No. 63 /2019

Date : 4 July, 2019

Subject : Implementation of New Syllabi of Various Courses/Subjects as per semester and credit & Grade System in the Faculty of Commerce & Management from the session 2019-2020 & onwards.

It is notified for general information of all concerned that, the authorities of the University has accepted Semester & Credit & Grade System syllabi of various Course/ Subjects of **B.B.A. Part-III, Semester- V & Semester - VI** mentioned in column No.2 and which is to be implemented stagewise from the session 2019-2020 and onwards with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the new syllabi.
1	2	3
<u>B.B.A. Semester- V</u>		
1.	Cost Accounting	The Syllabi prescribed for the subject Cost Accounting which is appended herewith as Appendix- A
2.	Indian Economics	The Syllabi prescribed for the subject Indian Economics which is appended herewith as Appendix - B
3.	Health Care & Hospitality Management	The Syllabi prescribed for the subject Health Care & Hospitality Management which is appended herewith as Appendix - C
4.	Personal Financial Planning	The Syllabi prescribed for the subject Personal Financial Planning which is appended herewith as Appendix - D
5.	Event Management	The Syllabi prescribed for the subject Event Management which is appended herewith as Appendix - E
<u>B.B.A. Semester- VI</u>		
6.	Management Accounting	The Syllabi prescribed for the subject Management Accounting which is appended herewith as Appendix - F
7.	Industrial Law	The Syllabi prescribed for the subject Industrial Law which is appended herewith as Appendix - G
8.	Auditing	The Syllabi prescribed for the subject Auditing which is appended herewith as Appendix - H
9.	Investment Management	The Syllabi prescribed for the subject Investment Management which is appended herewith as Appendix – I
10.	Service Management	The Syllabi prescribed for the subject Service Management which is appended herewith as Appendix - J

**Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati.**

B.B.A. III
Semester- V
Cost Accounting

Time : 3 Hours

Marks: 80

Objectives:

1. This course exposes the students to the basic concepts and tools used in Cost Accounting.
2. To provide an understanding of the applications of Cost Accounting techniques for determination of cost of production.

Unit I: 1.1: Cost Accounting: Meaning; Objectives & Functions; Advantages; Limitations; Difference Between Cost Accounting And Financial Accounting

1.2: Material Cost: Meaning Of Inventory; Objects If Material And Inventory Control, Purchasing And Storing Procedures; Methods Of Inventory Valuation

Unit II: 2.1: Labour Cost: Classification

2.2: Direct Expenses: Meaning Importance And Control

2.3: Single Unit Costing: Cost Sheet Proforma; Items Not Included In Cost Sheet; Method Of Preparing Cost Sheet; Treatment Of Stock; Treatment Of Scrap

2.4: Problems On Cost Sheet (Statement of Cost)

Unit III: 3.1: Overheads: Meaning And Classification, Allocation; Absorption And Control of Overheads.

3.2: Tender: Meaning of Tender; Features of Tender; Objectives For Preparation of Tender; Methods of Calculation Of Profit For Tender

3.3: Problems On Tender

Unit IV: 4.1: Reconciliation Statement: Meaning Of Reconciliation Statement; Objectives For Reconciliation of Cost Sheet And Financial Accounts

4.2: Problems on Reconciliation of Cost Accounts with Financial Account.

Unit V: □1: Process Costing: Meaning and Characteristics; Process Costing Procedure; Process Losses and Wastages; Joint and By-products, Methods of Assigning Joint Costs; Accounting for Joint Costs.

□2: Problems on Process Costing (Excluding Problems on Abnormal Gain/Loss and Internal Process Profit).

Books Recommended

1. Arora M.N. : Cost Accounting – Principles & Practice, Vikas, New Delhi.
2. Arora M.N. : Cost and Management Accounting – Theory Problems & Solutions, Himalaya Publishing House, Mumbai.
3. Jain S.P. and Narang K.L. : Cost Accounting; Kalyani, New Delhi.
4. Tulsian P.C. Practical Costing : Vikas, New Delhi.
- M.C. Shukla, T.S. Grewal, M.P. Gupta : Cost Accounting ; Text and Problems; S.Chand & Co. Ltd., Ramnagar, New Delhi.
6. Jawaharlal : Cost Accounting : Second Edition; Tata McGraw- Hill Publishing Co. Ltd., New Delhi.
7. L.N. Gupta : Cost Accounts
- R.R.Gupta : Cost Accounts
9. M.G. Shukla : Cost Accounts
10. R.K.Sawlikar, Dr. R.P.Ingole: Cost Accounting – Das Ganu Prakashan, Nagpur.
11. Prof. Y.R. Mahajan : Cost and Management Accounting,,Pimplapure & Publishers, Nagpur.

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B.B.A. III
Semester - V
Indian Economics

Time :3 Hours

Marks 40

Course Outcome: To provide an insight into functioning and modalities of an Indian Economy

Unit-I Overview of Indian Economy

- 1.1 Indian Economic Scenario: Pre and Post-Independence
- 1.2 Structural Shift of Indian Economy: Agriculture-Industry-Service
- 1.3 Impact of LPG on Indian Economy
- 1.4 Impact of Demonetization on Indian Economy

Unit II Economic Indicators

- 2.1 Concept and classification of Economic Indicators
- 2.2 Income Indicators: GDP,NDP,GNP,NNP
- 2.3 Human Development Index-Education, Health & Per Capita Income
- 2.4 Balance of Trade and Balance of Payment

Unit III Role of Government

- 3.1 Monetary Policy: Concept and Objectives
- 3.2 Tools of Monetary Policy: Quantitative & Qualitative
- 3.3 Fiscal Policy: Concept and Objectives
- 3.4 Components of Fiscal Policy

Unit IV Parallel Economy

- 4.1 Parallel Economy: Concept and Scenario
- 4.2 Factors Responsible for Parallel Economy
- 4.3 Impact of Parallel Economy
- 4.4 Remedies over Parallel Economy

Unit V Recent Trends

- 5.1 E-Governance: Concept, Meaning, Advantages & Disadvantages
- 5.2 Make in India: Concept and Objectives
- 5.3 NITI Aayog: Concept, Objectives and Functions
- 5.4 Skill Development and Employment Issues

Suggested Readings:

- 1) Mishra and Puri, Himalaya Publication Indian Economy
- 2) Dr. G.N.Zamare, Pimpalure Publication, Indian Economic Development & Economical Environment
- 3) Indian economy-Dutt. R.,KSundaram, S.Chand, Delhi
- 4) The International business Environment-Sundram and Black, Printice Hall, New Delhi.
- 5) Economic Environment of Business, Misra and Puri, HPH, Mumbai

B.B.A. III
Semester - V
Health Care and Hospitality Management

Time :3 Hours

Marks 40

Unit:- I

- 1.1 Health Administration in India
- 1.2 Health Care delivery system
- 1.3 Defination of health policy
- 1.4 National health policy

Unit:- II

- 2.1 Planning for health care
- 2.2 Development of health policy
- 2.3 National health programmes ;
Tuberculosis Control Program, (DOTS)
- 2.4 AIDS Control programmes roles and functions of National AIDS Control Organisation (NACO)

Unit:- III

- 3.1 Personal Attributes required - Dedication, Honesty, Intelligence, Presence of Mind
- 3.2 Knowing different Languages, Punctuality perfect positive attitude, appearance.
- 3.3 Communication & Skill, Personal touch, Taking adequate responsibility.
- 3.4 Good Body Language, Hardwork, desire to learn, Ambition & talent.

Unit:- IV

Hospitality in Industries

- 4.1 Services offered :- Accommodation, food, beverages, Entertainment.
- 4.2 Recreation, Leisure, Functions & Banquets.
- 4.3 Business Center Services, Security and Gaming
- 4.4 Seminar Conferences and exhibitions and Sales Meet.

Unit:- V

Health Tourism

- 5.1 Tourism - Concept & Meaning.
- 5.2 Health tourism Providers
- 5.3 Health tourism - Competitive Advantages to India.
- 5.4 Benefits of Health tourism

Reference Books :-

- 1. Essentials of Hospital Support Services and Physical Infrastructure , By - Madhuri Sharma , J.P. Brothers, New Delhi.
- 2. Medical Record Organisation & Management , By- G.P. Mogli, J.P. Brothers New Delhi.
- 3. Hospitality Management, By Mahesh Chandra Singh.
- 4. Health Care Management and Administration (Deep & Deep Publication) By - S.L. Goe.
- 5. Be Our Guest - Perfecting the art of Customer Services (Disney Institute Book A)
- 6. 100 tips for Hoteliers : What every Successful hotel Professional needs to know & do by Peter Venison, New York : Universe, website: shodhganga.inflibnet.ac.in>bitstream.

Appendix - D

***B.B.A III
Semester- V***

PERSONAL FINANCIAL PLANNING

Time: 3 Hours

Marks: 80

Objectives:

- To develop an understanding among the student about personal financial planning.
- To develop an understanding among the student about risk analysis & insurance planning.
- To develop an understanding among the student about investment planning.
- To develop an understanding among the student about retirement planning.
- To develop an understanding among the student about tax planning.

Unit 1: Personal Financial Planning

Introduction, Meaning & Concept of Personal Financial Planning; Need & Importance of Personal Financial Planning; Process of Personal Financial Planning; Financial Planner as a Profession

Unit 2: Insurance Planning

Risk management and insurance decision in personal financial planning, Various Insurance Policies and Strategies for General Insurance, Life Insurance, Motor Insurance, Medical (Health) Insurance.

Unit 3: Retirement Planning

Retirement needs, Development of retirement plan, Various retirement schemes such as Employees Provident Fund (EPF), Public Provident Fund (PPF), Superannuation Fund, Gratuity, Other Pension Plan and Post-retirement counseling

Unit 4: Investment Planning

Meaning, Need & Importance of Investment Planning, Mutual Fund, Capital Market, Asset Allocation, Investment strategies and Portfolio construction and portfolio management

Unit 5: Tax Planning

Income-tax computation for Individuals, Statutory provisions pertaining to Capital Gains and indexation, House Property, Deduction and Allowances, Non Resident Indian tax laws, and Tax Management Techniques.

Recommended Books :

1. Singhanar V.K: Students' Guide to Income Tax; Taxmann, Delhi.
2. Prasadi, Bhagwati: Income Tax Law & Practice: Wiley Publication, New Delhi,
3. Girish Ahuja and Ravi Gupta: Systematic approach to income tax: Sahitya Bhawan Publications, New Delhi.
4. Ranganathan and Madhumathi: Investment Analysis and Portfolio Management: Pearson, New Delhi
5. George Rejda: Principles of Risk Management and Insurance: Pearson, New Delhi.

Appendix - E

**B.B.A III
Semester- V
Event Management**

Time: 3 Hours

Marks: 80

UNIT 1:- CONCEPT OF EVENT MANAGEMENT

Definition of Event, Event management, Event Marketing, Event Designing, Relative importance of events as a Marketing communication tool, The diverse marketing needs addressed by events, Brand Building, Focusing the Target Market, Implementation of Plan, Relationship Building, Creating Opportunities for better deals with different media, Problems associated with traditional media.

UNIT 2 :- FACTS OF EVENT MANAGEMENT

Event Infrastructure, Set objectives for the Events, Negotiating contracts with Event organizers, Locating Interactions points, Banner, Displays etc. at the event, Preparing the Company's Staff for the Event, Post-event Follow-up.

Event Organisers:- Targeting Clients, Selecting Event Categories to Serve, Selecting and Contracting with Other Key Elements in Chosen Categories.

Venue : In-house Venue, External Venue.

UNIT 3 :- Marketing of Event

Concept of Market in Events, Revenue Generating Customers, Nonrevenue Generating Customers, Segmentation and Targeting of the Market for Events, Positioning events, Branding in Events- Event Property, Benefit Levels, Event Hierarchy, Variations of Events, **Categories of Events and their Characteristics**, Competitive Events, Artistic Expression, Cultural Celebrations, Special Business Events, Retail Events, Reach-interaction Matrix, Concept of Pricing in Events, Risk Rating, Setting Pricing Objectives in Tune with Marketing and Business Strategies, Understanding Local Legislation and Tax Laws, Feedback from the Market, Skills Required for Negotiating the Best Price, Validation against Pricing Objectives.

UNIT 4:- Activities in Event Management

Networking Components, Print Media, Radio Television, The Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity, Activities in Event Management: Pre-event Activities, During-event Activities, Post-event Activities, Functions of Event management. Personality Development: Effective Speaking, Team work Development, Body Language, presentation skill, Interview Techniques and Grooming.

UNIT 5:- EVENT PRODUCTION AND STAGE MANAGEMENT

Venue selection & management, Show production & Stage Management, Audio Visual, Lights & sounds management, Back stage management, Security management & Risk management,

Celebrities: Artist management & co-ordination, Supplier management & cost negotiation, Catering & hospitality management, Project control & Management information systems, Strategies of Event management.

Recommended Books:

1. Tallon, A.F. Fashion Marketing and Merchandising, 3rd ed., Sequoia Books, 1986.
2. Panwar, J.S. Marketing in the New Era, Sage Publications India Pvt. Ltd., 1998.
3. Avvich, Barry, Event and Entertainment Marketing Delhi, Vision Books 1994.
4. Berry, Isaac, The Business Growth Handbook, Marquis Books, USA, 1991

Appendix - F

***B.B.A III
Semester- VI
Management Accounting***

Time: 3 Hours

Marks: 80

Objectives:

1. *This course exposes the students to the basic concepts and tools used in Management Accounting.*
2. *To provide an understanding of the applications of Management Accounting techniques for management decision making.*

Unit I: 1.1: Management Accounting: Meaning; Features; Advantages; Limitations; Scope and Functions of Management Accounting.

1.2: Management Accounting VS Financial Accounting, Management accounting VS Cost Accounting.

Unit II: 2.1: Break-Even-Analysis: Concept, Uses and Limitations of Break-Even-Analysis, Margin of Safety, Contribution, Use of P/V ratio for decision making, Cost-Profit-Volume Relationship, Fixed Cost Variation.

2.2: Problems on Break Even Analysis.

2.3: Ratio Analysis: Meaning of Ratio Analysis, Advantages and Limitations of Ratio Analysis

2.4: Problems on Profit and Loss Account Ratio.

Unit III: 3.1: Fund Flow Statement: Meaning of Fund, Meaning of Fund Flow Statement, Advantages and uses of Fund Flow Statement

3.2: Problems on preparation of Fund Flow Statement

Unit IV: 4.1: Budget: Meaning and Definition of Budget; Characteristics of Budget; Types of Budget.

4.2: Problems on Cash budget

Unit V: 5.1: Budgetary Control: Meaning and Definition of Budgetary Control, Objectives of Budgetary Control; Limitations of Budgetary Control.

5.2: Problems on Flexible Budget.

Books Recommended

1. Khan M.Y. and Jain P.K. : Management Accounting; Tata McGraw- Hill Publishing Co. Ltd., New Delhi.
2. Kaplan R.S. and Atkinson A.A. : Advanced Management Accounting; Prentice India International.
3. Asim Kumar Sengupta : Management Accountancy; Academic Publishers, Calcutta -9
4. S.P. Gupta : Management Accounting; Sahitya Bhawan, Agra
5. Man Mohan Goyal: Principles and Practice of Management Accounting
6. N. Sarkar : Management Accounting
7. Hingorani : Management Accounting
8. R.K. Sawlikar; Management Accounting ; Das Ganu, Prakashan, Nagpur.

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Appendix - G

**B.B.A III
Semester- VI
Industrial Law**

Time: 3 Hours

Marks: 80

Unit I

Industrial Disputes Act 1947: definitions, Authorities, awards, Settlements, Strikes, Lockouts, Lay offs, Retrenchment and Closure

Unit II

The Trade Unions Act, 1926: History, definitions, registration of trade unions, cancellation and appeal (Sec 6-11), rights and liabilities of registered Trade unions.

Unit III

The Factories Act 1948: definitions of factory and manufacturing process, provisions related to Health, Safety and Welfare .

Unit IV

The Workmen's Compensation Act,, 1923: Definitions, employers liability for compensation and rules as to Compensation.

Unit V

The payment of Gratuity Act, 1972: objective, scope, definitions, payment of Gratuity, nomination, determination of the amount of Gratuity, recovery of Gratuity.

Reference boo

Industrial and Labour Laws, Dr Sanjeev Kumar, Bharat Law HP Ltd.
Labour and Industrial Laws S. N. Mishra. Central Law Publication
Industrial Law Mr. N. D. Kapoor. Sultan Chand
Industrial law. Mr. P. L. Malik. Sultan Chand

Appendix - H

***B.B.A III
Semester- VI
Auditing***

Time: 3 Hours

Marks: 80

Unit 1:

- 1.1: Introduction, concept, definition, objectives of Audit
- 1.2: Advantages and limitations of audit, types of audit
- 1.3: Audit planning, benefits of audit planning, factors affecting audit planning
- 1.4: Audit programme
- 1.5: Audit programme, advantages of audit programme, limitations of audit programme

Unit 2:

- 2.1: Internal check system- meaning, definition, concept, object
- 2.2: Duties of auditor in regards to internal check and internal control, internal audit
- 2.3: Difference between internal control and internal audit
- 2.4: Meaning and concept of vouching, importance of vouching, vouchers, vouching of opening balance

Unit 3:

- 3.1: Meaning of Verification, Problems limitation in Valuations of assets and liabilities
- 3.2: Verification and valuations of goodwill building, machinery, investment, secured loan and contingent liabilities
- 3.3: Mode of valuation of fixed assets
- 3.4: Auditor's position with regards to valuation of assets

Unit 4:

- 4.1: Qualification of company auditor
- 4.2: Appointment of company auditor
- 4.3: Duties of company auditor
- 4.4: Audit report

Unit :

- 5.1: Audit of banking, accounting system of bank, internal control system in bank, steps in bank audit
- 5.2: Audit of Insurance companies
- 5.3: Audit of general insurance business
- 5.4: Audit of educational institutions

Reference boo

B.N.Tondan- A handbook on practical auditing
Ravindra Kumar and Virendra Sharma- Auditing: Principles and practices

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B.B.A III
Semester- VI
Investment Management

Time: 3 Hours

Marks: 80

Unit 1:

- 1.1: Introduction, meaning, concept, nature of investment, modes of investment, tax provision, objects of investors, characteristics of investment, risk return relationship, tax benefits
- 1.2: Marketability and liquidity, safety v/s riskiness, various types of investments, saving and investment
- 1.3: Security and security market, definition and characteristics of security market, legal framework of security market
- 1.4: Company fixed deposits, acceptance repayment, and care to be taken by the investor

Unit 2:

- 2.1: Taxation on dividend and interest, tax treatment on investment- income tax, capital gain taxation, gift taxation of NRI
- 2.2: Growth process, meaning of growth process, role of saving, role of private corporate and public sector, other factors in development
- 2.3: Financial systems in India, RBI and financial system, money market, characteristics of money market
- 2.4: Operation of DFHI, stock market, financial institution, primary and secondary markets

Unit 3:

- 3.1: Capital market, introduction, concept, meaning and structure
- 3.2: Players in stock market, intermediaries, new instruments, study guidelines, SEBI guidelines, Indian capital market, recent traits in capital market, new issues in market
- 3.3: Floatation, definition, functions, methods, debt v/s equity, rights of conversion of debt into equities, problems of new issue market
- 3.4: Developed and undeveloped market, integration and specialisation, advantages of mature money market, new money market instruments, classification of money market instruments, money market rates, CP- Commercial Paper, CD- Certificates of deposits, participation certificates

Unit 4:

- 4.1: SEBI- The Securities Exchange Board of India, introduction, objectives, free pricing of equity shares, institutional structures in capital market
- 4.2: Development and investment institutions- UTI, ICICI, IDBI, IFCCI- objectives, schemes and functions
- 4.3: CRISL (Credit Rating and Information Services of India limited) - Rating and investor protection
- 4.4: New capital issues, factors, secondary market, major influencing stock market, special features of Indian capital market

Unit 5:

- 5.1: Introduction of stock exchange, history, definition, regulation, recognition by government
- 5.2: Functions of stock exchange, Bombay stock exchange (BSE), National stock exchange (NSE), OTC- definition, new issue market, stock exchange, advantages of OTC, role of OTC, government guidelines in OTCEI, issue of shares through OTC and SEBI,
- 5.3: NSE- guidelines, characteristics, market systems, operations, central depository systems, listing of securities, stock market operations and functions, trading in stock market

Reference books:

Rajiv Srivastava- Investment Management
Angshuman Adhikari- Basics of Indian stock market: Learn markets from scratch (Financial education book Dutta and Sundaram- Indian Economy by S. Chand.

B.B.A III
Semester- VI
Service Management

Time: 3 Hours

Marks: 80

Unit 1: Overview of services

- 1.1: Meaning and concept of services, characteristics
- 1.2: Nature of services
- 1.3: Types of services
- 1.4: Strategy and positioning

Unit 2: Classification of services

- 2.1: Different schemes of classification
- 2.2: Difference between goods and services
- 2.3: Nature of demand and supply of service delivery
- 2.4: Role of services in the economy

Unit 3: Designing of service operation

- 3.1: Technology and its impact on services
- 3.2: Design and development of services, service delivery system
- 3.3: Work measurement, locating facilities
- 3.4: Designing service layout

Unit 4: Service quality and managing human resources

- 4.1: Defining service quality
- 4.2: Quality service by design
- 4.3: Service process control and total quality management tools
- 4.4: Human resource planning and employee selection, managing people in service organisation

Unit 5: Managing waiting lines and service inventory

- 5.1: Introduction to queuing system
- 5.2: Characteristics
- 5.2: Service inventory management
- 5.3: Service supply chains

Reference books:

Service management, implementation and operation- Ahmed K. Shiya (Arerbach publications)
Service management (Tata Mc Grew Hill education)
Service management and marketing- Rampal and Gupta
Service marketing- Zeithomal, Bitner, Gremler and Pandit (Tata Mc Grew Hill 4th edition) Service marketing- P.N. Reddy, Anil Kumar, Nirvana (Himalaya publications)

NOTIFICATION

No. 42 /2018

Date : 7 June, 2018

Subject : Implementation of New Syllabi of Various Courses/Subjects as per semester and credit & Grade System in the Faculty of Commerce & Management from the session 2018-2019 & onwards.

It is notified for general information of all concerned that, the authorities of the University has accepted Semester & Credit & Grade System syllabi of various Course/ Subjects of **B.B.A. Part-II, Semester- III & Semester - IV** mentioned in column No.2 and which is to be implemented stagewise from the session 2018-2019 and onwards with appendices as shown in column No.3 of the following table.

TABLE

Sr.No.	Course / Subjects	Appendices of the new syllabi.
1	2	3
<u>B.B.A. Semester- III</u>		
1.	Human Resource Management	The Syllabi prescribed for the subject Human Resource Management which is appended herewith as Appendix- A
2.	Sales and Distribution Management	The Syllabi prescribed for the subject Sales and Distribution Management which is appended herewith as Appendix - B
3.	Company Account	The Syllabi prescribed for the subject Company Account which is appended herewith as Appendix - C
4.	Secretatial Practice & Company Management	The Syllabi prescribed for the subject Secretatial Practice & Company Management which is appended herewith as Appendix - D
5.	Direct Tax Law	The Syllabi prescribed for the subject Direct Tax Law which is appended herewith as Appendix - E
<u>B.B.A. Semester- IV</u>		
6.	Managerial Skills	The Syllabi prescribed for the subject Managerial Skills which is appended herewith as Appendix - F
7.	Marketing Management	The Syllabi prescribed for the subject Marketing Management which is appended herewith as Appendix - G
8.	Management of Small Entrepreneurs	The Syllabi prescribed for the subject Management of Small Entrepreneurs which is appended herewith as Appendix - H
9.	Corporate Accounting	The Syllabi prescribed for the subject Corporate Accounting which is appended herewith as Appendix - I
10.	Indirec Tax Law	The Syllabi prescribed for the subject Indirec Tax Law which is appended herewith as Appendix - J

Sd/-
Registrar
Sant Gadge Baba Amravati University
Amravati.

B.B.A. II
Semester- III

Theory :- 80 Marks

Time :- 3 Hours

[illegible]

Objective :- To develop the skill for better human relations in the organisation.

Unit 1:- Human Resource Management [HRM]

- 1.1 Human Resource- Definition, Meaning, Nature, scope
- 1.2 Why HRM matters now more than ever, Functions, objectives
- 1.3 Structure of HR Department
- 1.4 HR Planning: Meaning, Need, Planning process, Objectives, Job analysis, process methods content of Job Description.

Unit 2:- Acquisition of H.R.

- 2.1 Recruitment- Definition, Meaning, Nature, scope,
 - 2.2 Sources of recruitment, Advantages & Disadvantages of Internal Sources
 - 2.3 Selection- - Definition, Meaning, Nature, scope Selection Procedure
 - 2.4 Interviews- Definition, Meaning, Types of Interviews, need and significance, Induction
- Placement, Specimen Application Plan

Unit 3:- Training and Development

- 3.1 Training- Meaning, Significance of Training, Need
- 3.2 Methods of Training- on job training, off the job
- 3.3 Process of training
- 3.4 Development- Meaning, Significance, Need, Method, techniques of Executive development

Unit 1:- Age Administration

- 4.1 □ age- Meaning, Definition, Classification of wage: Time wage, □iece wage system,
4.2 □alance of Debt Method, S□illed based pay, pay for performance, □variable
Compensation, □lans, □rofit Sharing
4.3 □erformance appraisal: Meaning, □urpose & Uses
4.4□mployee □enefits & incentives, Types of □enefits & Services, Incentive □lans

Units □: - Industrial Relation

- 5.1 Industrial relation- Meaning, Importance, need
5.2 Industrial disputes- Meaning, Prevention measures
5.3 Meaning of Trade Union, Advantages & Disadvantages of Trade Union, collective bargaining Concept
5.4 Settlement of Discipline, Discipline at work or workplace, Workers participation in Management

Suggested Readings

- | | | |
|-------------------------------|-------|------------------------------------|
| □□ & Development & Management | □ □ □ | □.M.Shei□□S. Chand & company ltd.□ |
| □.□.M. | □ □ □ | □. □shwathapa |
| □.□.M. | □ □ □ | Dr. S.S. □han□a |
| □.□.M. | □ □ □ | □ M. □rasad |
| Industrial □elation in India | □ □ □ | CharlsMyes |

Theory :- 80 Marks

Time :- 3 Hours

Objective :- To develop the sales and distribution knowledge and skill.

Unit 1:- Sales Management

- 1.1 Meaning, Concept, definition, evolution, Objectives, Scope and need,
- 1.2 Function of Sales Management
- 1.3 Salesmanship Objectives - Meaning, Concept, definition, evolution, Attributes, Sales Personality
- 1.4 Personal Selling - Meaning, Concept, definition, Theories of personal Selling, Process of personal selling.

Unit 2:- Sales Organization

- 2.1 Meaning, Concept, Objectives, Structure, types,
2.2 Department of Sales Organization.
2.3 Sales planning, Meaning, Concept, Process, Implementations
2.4 Sales Force Management, Meaning, Concept, Recruitment Selection, Training placement,
Motivation, Compensation, Control

Unit 3:- Sales Forecasting

- 3.1 Meaning, Concept, Definition, Role, Steps, Factors, Approaches.
- 3.2 Sales Territories, Factors & Bases for Designing Sales territories
- 3.3 Sales Quotas Meaning, Concept, Factors & Method, Types Evaluation
- 3.4 Sales Budget Meaning, Concept, Types, Procedure, Methods.

Unit 1:- Selling Skill

- 4.1 Meaning, Concept, Object Need, Negotiation Skill
- 4.2 Communication Skill, Meaning, Concept, Verbal & Non Verbal communication skill
- 4.3 Promotional Mix-Meaning, Concept, Object, Need, Sales Promotion.
- 4.4 Advertising, Media, Meaning, Concept, Object, Need

Units ☐: - Sales Distribution ☐

- 5.1 Meaning, Concept, Object, Need
- 5.2 Distribution Strategies, Concept, Types
- 5.3 Channel and intermediaries, channel, design, Channel Mix
- 5.4 Managing Channels and Different Trends in distribution of sales.

Suggested Readings

- | | | |
|---------------|-------|---|
| Stiff Cundiff | □ □ | Sales Management |
| □ right G.□. | □ □ | New Techni□ues for effective sales Management |
| Stanton □ .J. | □ □ □ | □undamentals of Mar□eting |
| □otler □hilip | □ □ | Mar□eting Management |
| Michel U.□. | □ □ | Sales Management |

B.B.A.II
Semester-III
Company Accounts

Time : 3 Hours

Full Marks : 80

Objective : This Course enable the students to develop awareness about Company accounts in conformity with the provisions of Companies Act.

Unit-1

Issue, forfeiture and re-issue of Shares.

Unit : 2

Issue & redemption of Debentures

Unit- 3

Final accounts of Company Manufacturing account, Trading account, Profit & Loss account, Profit & Loss appropriation account & Balance sheet with adjustment.

Unit- : - Amalgamation of Companies

Unit- : - Absorption of Companies

Books Recommended:

- M.C. Shukla, T.S.Grewal & S.C. Gupta □ Advanced accounts Vol.II
- P.K.Gupta & M.Chadhaswamy □ Advanced accountancy Vol.II
- S.N.Maheshwari □ Advanced accountancy Vol.II
- P.D. Agrawal □ Financial accounting Advanced Vol.II
- Dr. S.M.Shukla, Dr. S.K.Gupta- Corporate financial accounting
- N.Copde, D.K.Chaudhary, Dr Raju K. Katti : Company accounts.

□□□□□

BBA-II
Semester : III
Secretarial Practices & Company Management

Time 3 Hours

80 Marks

Unit : I

- 1.1 Introduction of Company
- 1.2 Definition of Joint Stock Company
- 1.3 Features of Joint Stock Company
- 1.4 Classification of Co. on the basis of members.

Formation of Company as per Companies Act 2013

- 1.5 Electronic filing of forms
- 1.6 Incorporation of Company
- 1.7 Definition & Role of promoter

Unit-II

- Fundamental documents related to company
- 2.1 Memorandum of Association □ Definition clauses & Doctrine of ultra vires, alteration of memorandum
- 2.2 Articles of Association - Definition I contents & alteration of articles of association
- 2.3 Prospectus - Definition Contents & statement in lies of prospectus.

Unit : III

- Company Shares-
- 3.1 Definition I types of share & structure of share capital.
- 3.2 Secretarial procedure relating to applications, allotment and forfeiture of shares, transfer and transmission of share, Share certificate.

Unit IV Company Secretary-

- 4.1 Appointment, Qualification, Legal status,
- 4.2 Rights, duties, Liabilities, Responsibilities,
- 4.3 Retirement &
- 4.4 Remuneration of company secretary

Unit V Secretarial Duties related to Company Meeting-

- Types of Meeting , Agenda & Minutes of meeting
- Methods of voting, proxy & Poll.

Reference

- | | | |
|----------------|---|---|
| N.D. Kapoor | - | Mercantile Laws |
| N.D. Kapoor | | Company Management & Secretarial Practice |
| Shah, Acharya | | Secretarial practice in India |
| Govekar, Datta | | Secretarial practice |
| Rayman's Guide | | The Indian Company Laws |
| P.J. Deshmukh | - | Company Law and secretarial Practice |

Appendix - E

BBA- II
Semester -III
Direct Tax Laws

Time 3 Hours

Marks 80

- Unit- 1** Basic Concepts of the Income Tax Act- 1961
Definitions of concept of Agricultural Income, Casual Income, Assessment year, Previous year, Gross total Income, Total Income, Person, Assessee, Incomes which do not form part of total Income.
- Unit - 2** Income from salaries
- Unit - 3** Income from House Property, Profits & gains from business & profession
- Unit - 4** Income from Capital Gains, Income from other Sources.
- Unit -5** Deductions to be made from Gross Total Income, Simple problems of computation of total Income of Individual Assessee

Internal Assessment

20 Marks

- 10 Marks Form No. 16, 10A, 15G/e-filing of return of income
- 10 Marks Income Assessment

References Books

- | | | |
|----------------------|---|------------------|
| Direct Tax laws | - | Singhania |
| Income Tax | - | Mehrotra & Goyal |
| Income Tax | - | Chuja & Gupta |
| Guide to Income Tax- | | Manoharan |

□□□□□

[illegible]

B.B.A. II
Semester- IV
Marketing Management

Theory :- 80 Marks

Time :- 3 Hours

[illegible]

Objective :- To develop the ability of marketing strategies based on product, price, place and promotion objectives.

Unit 1 :- Basics of Marketing Management

- 1.1 Marketing: Introduction to marketing, Meaning, Definition, nature
- 1.2 Marketing management- Scope, objectives, approaches
- 1.3 Marketing environment- micro and macro, difference between selling & marketing
- 1.4 Marketing of Services- Growing Importance, Characteristics & Classifications of Services

Unit 2 :- Marketing Planning & Organization

- 2.1 Marketing Planning- meaning, definition, scope, Marketing Mix & its evolution
- 2.2 Market Segmentation & Targeting & product positioning
- 2.3 Market Organization & Size & structure
- 2.4 Marketing Research- Introduction, Methods & techniques, process

Unit 3 :- Consumer Behavior

- 3.1 Understanding Consumer Behavior- Meaning, nature, scope
- 3.2 Determinants, Models of consumer behavior
- 3.3 Indian consumer behavior
- 3.4 Product Pricing Introduction, Factors affecting influencing pricing decisions & pricing policies

Unit 1 :- Product Management

- 4.1 □roduct- Meaning, nature, scope, types
- 4.2 □roduct decision- □roduct □ife cycle
- 4.3 □roduct strategies- New product development
- 4.4 □randing & pac□aging- Need, process

Unit 1:- Online Marketing

- 5.1 Direct marketing- Nature & scope, growth & benefit of Direct Marketing,
- 5.2 Forms of Direct Marketing
- 5.3 Online marketing- Growth, Strategies of online Marketing, Online advertising
- 5.4 Marketing Communication, Promotion mix

Suggested reading:

1. Marketing Management -- Dr. C.N. Sontakki, Philip Kotlar
2. Himalaya Pub. House Marketing Mgt.-- Dr. P. Parunakaran, S.P. Sherlekar, P. Krishnamoorthy
3. Modern Marketing Management -- Davar
4. Principles of Marketing --- Muskar
5. Basic Marketing -- Cundiff & Still

B.B.A. II
Semester- IV
Management of Small Entrepreneurs

Theory :- 80 Marks

Time :- 3 Hours

[illegible]

Objective :- To develop the student with knowledge of entrepreneurial way of thinking that will allow them to identify and create business opportunities

Unit 1 :- Introduction

- 1.1 Entrepreneur- Meaning, Concept of Entrepreneurs, types of Entrepreneurs,
- 1.2 Qualities & functions of Entrepreneurs, Difference between Professional Manager & Entrepreneurs
- 1.3 Development of Modern Entrepreneur, Rural Entrepreneurs
- 1.4 Small Enterprises Definition, Characteristics, Relationship between small & large units, objectives & scope, Role of small enterprises in Economic development, problems of small scale industries.

Unit 2 :- Project Identification & Selection [PIS]

- 2.1 Meaning of project, project identification, project selection
- 2.2 □roject □ormulation: - Meaning of project report, Scope of □roject □ormulation
- 2.3 Significance of project report, Contents of □roject report
- 2.4 □ormulation of project report, Specimen of project report, Guidelines

Unit 3:- Financing of Enterprise

- 3.1 Finance- Meaning, nature, scope, Need for financial planning
- 3.2 Sources of Finance, Capital Structure, structured Management of fixed & working capital
- 3.3 Basic financial statement,
- 3.4 Term loan, Sources of short- term finance

Unit 1:- Institutional Support to Management of Small Entrepreneurs

- 4.1 Institutional support to small entrepreneurs- Meaning, need, importance and scope
- 4.2 District industries centers [DIC], small industries service Institutes [SISI],
- 4.3 State small Industries development Corporation [SSIDC], Small Scale Industries [SSI]
- 4.4 National Small Industries Corporation [NSIC], Govt. Policy for Small- Scale Enterprises, Govt. support to small scale enterprises during five years plan

Unit 1: Setting up a small industry

- 5.1 Location of an enterprise
- 5.2 steps for starting a small industry
- 5.3 selection & types of Organisation: - Ownership structures
 - Proprietorship, Partnership,
 - Company, Co-operative
- 5.4 Marketing Channels for business promotion

Suggested Readings:

1. Shukla, M., 2011, Entrepreneurship & small business mgt.
2. Entrepreneurial Development: C. S. Gupta & N. S. Srinivasan
3. Management of Small scale industry, Himalaya Publications
4. How to succeed in small scale industry, Vikas Publication house, New Delhi
5. Scientific Management of small scale industry: N. Singh, Day
6. Management of Small scale industries: S. S. Khan, Sultanchand
7. Legal Requirements for an industrial unit at work Sudarshan Lal, Navarang
8. Management Development institute, small scale industries an assessment of institutional assistance- Case studies of select state in India.
9. Success in small scale industries: P. S. P. & P. S. P., Himalaya.
10. Entrepreneurial Development : Dr. S. S. Khan, S. Chand Publication
11. Entrepreneurialship : Jasat Desai

□□□□□

Appendix - I

B.B.A.II
Semester-IV
Corporate Accounting

Time : 3 Hours

Marks : 80

Object : This Course enable the students to develop awareness about Corporate Accounting in conformity with the provisions of Companies Act.

Unit - 1 Final Accounts of Manufacturing Company
Schedule wise Profit & Loss Account & Balance Sheet

Unit - 2
Final Accounts of Insurance Company

Unit- 3
Final Accounts of Electricity Company
- Revenue Account Net Revenue Account
- Capital & Expenditure Accounts, General Balance Sheet

Unit- 4 **Valuation of Goodwill**
Method - 1 Average Profit Method
2 Super Profit Method
3 Weighted Average Profit Method

Unit - 5 **Valuation of Shares**
Method - 1 Net Assets Method
2 Yield Method
3 Fair Value Method

Books Recommended:

- M.C. Shukla, T.S.Grewal & S.C. Gupta Advanced Accounts Vol.II
- S. S. Gupta & M. Adhaswamy Advanced Accountancy Vol.II
- S.N.Maheshwari Advanced Accountancy Vol.II
- S.D. Agrawal Financial Accounting Advanced Vol.II
- Dr. S.M.Shukla, Dr. S. S. Gupta- Corporate Financial Accounting

BBA-II
Semester -IV
Indirect Tax Laws

Time 3 Hours

Marks 80

Unit- I - Goods & Service Tax

- Meaning of GST
- Features of GST
- Benefits of GST
- Limitation of GST
- Implementation of GST council & their functions.

Units-II - Administration

- Registration & its cancellation process of GST
- GST-Network

Unit-III - Liability of Tax payer , levy of GST □ Exemption of tax levy of GST

Unit- IV - □ How to make payment of GST & its challan Generation.
□ Reverse charge Mechanism & □ Refunds

Unit - V - Custom duty-

- i □ Introduction of custom duty.
- ii □ Features
- iii □ Objectives
- iv □ Types

Reference of Books-

- Ta□mann's GST Manual
- Rangar's □ Comprehensive guide to taxation part II Indirect taxes
- GST. Dr. □radeeip Ghorpade, Dr. □achchand Gogale



NOTIFICATION

No. 43/2018

Date :- 7/6/2018

Subject :- □ Admission to IIIrd year of □. Com. / □. □. □. in the □ Faculty of Commerce and Management for the □ Academic Session 2018-2019 to the Candidates who had appeared in Ist and IInd year examinations in old Marking System.

It is notified for general information of all concerned that the authorities of the University has taken the following decision for admission to IIIrd year students in the faculty of Commerce and Management in view of the change from old marking system to credit grades/ Semester system and □. Com. / □. □. □. □ Final year being the last year of the course in marking system. The decision shall be exclusively for □ Academic Session 2018-2019 only as a special case:-

□ Candidate who had appeared in I and IInd year examinations of □. Com. / □. □. □. in marking system and has failed in I / II year examinations of the course shall be allowed to get admitted to IIIrd year in □ Academic Session 2018-2019 and on completion of the term work of IIIrd year of □. Com. / □. □. □. satisfactorily, he / she will be allowed to appear for the examination of IIIrd year in Summer -2019.

□ However, the result of IIIrd year examination of such students shall not be declared till the student satisfies the conditions as per the existing □ Ordinances / Directions of the yearly course.

Sd/-
□ Registrar
Sant Gadge □aba □mravati University