



P. D. E. A's

Prof. Ramakrishna More Arts, Commerce and Science College,

Akurdi, (AUTONOMOUS)

Pune-411044

Faculty of Commerce and Management

DEPARTMENT OF COMMERCE

S.Y.B.COM SYLLABUS

Choice based Credit System (CBCS)

(Under Autonomy and NEP-2020)

Implemented from

Academic Year 2024-25

Rules and Regulations

- 1. National Credit Framework (NCrF):** For creditisation and integration of all higher education qualifications leading to a certificate/ diploma/ degree with multiple entry and exit options, college will refer to National Credit Framework (NCrF) which encompasses the qualification frameworks for higher education, vocational and skill education and school education, namely National Higher Education Qualification Framework (NHEQF), National Skills Qualification Framework (NSQF) and National School Education Qualification Framework (NSEQF) respectively.
- 2. Structure of Four years multidisciplinary UG Programme and Five Years Integrated Multidisciplinary Master's Degree Programmes with Multiple Entry and Exit Options at Different Levels:**
 - (i) Students will have the flexibility to enter four years multidisciplinary Under Graduate Programme in odd semesters and exit a programme after the successful completion of even semesters as per their future career needs.
 - (ii) Students will get a Certificate after a One year programme (minimum 40 Credits), a Diploma after two years (minimum 80 Credits), a Bachelor's degree after three years (minimum 120 Credits), and a Bachelor's degree with Research or Honours after Four years (minimum 160 Credits).
- 3. Qualification Type and Credit Requirements of Four Years Multidisciplinary Degree Programme with Multiple Entry and Exit Options**
 - (i) Details of qualifications, minimum credit requirements, exit credit courses, year and semester are as under:

Levels	Qualification Title	Credit Requirements		Semester	Year
		Minimum	Maximum		
4.5	UG Certificate	40	44	2	1
5.0	UG Diploma	80	88	4	2
5.5	Three Years Bachelor's degree	120	132	6	3
6.0	Bachelor's degree Honour's with Major	160	176	8	4
	Bachelor's degree Honour's with Major	160	176	8	4
7.0	Master's Degree	200	220	10	5
8.0	Ph. D.	----	-----	-----	----

- (ii) An exit 6-credit bridge course(s) lasting two months, including at least 6-credit job specific internship/apprenticeship that will help the graduates acquire job-ready competencies required to enter the workforce will be an

additional requirement for the award of the undergraduate Certificate/ Diploma/ three year Bachelor's Degree.

- (iii) On exit, the students will have the option to re-enter the programme in the college, or in a different higher education institution. Re-entry at various levels for lateral entrants in academic programmes should be based on the earned and valid credits as deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher Education Institutions (RHEI) and proficiency test records.

- (iv) Eligibility for admission to the fourth year of four-year **Honours with Research Degree Programmes** as per UGC guidelines: Minimum CGPA of 7.5 or minimum 75% at three-year degree.

- (v) PG curriculum, as illustrated below, have flexibility a) One-year Post-Graduate Diploma (PGD), b) Two-year Post-graduate Programme and c) 5 Years Master's degree programmes with multiple Entry and Exit options at different levels.

- (a) **Post-Graduate Diploma (PGD):** Programme duration- One year (2 semesters) after any bachelor's degree, min. 40 credits

- (i) UGC: 1-Year (2 semesters) Post-Graduate Diploma (PGD) after 3-years Bachelor's degree: Level 6.0

- (ii) UGC: 1-Year (2 semesters) PGD after 4 years Bachelor's degree (Honors/ Research): Level 6.5

(b) Master's Degree:

- (i) UGC: 2-Years (four semesters) Master's Degree after obtaining a 3-years Bachelor's degree, Minimum 40 credits/year, second year devoted entirely to research, PG – 2nd year: Level 6.5

OR

- (i) 1-Year (two semesters) Master's Degree after obtaining a 4-year Bachelor's degree (Honours/Research): Minimum 40 credits: Level 6.5

- (c) Level 8 represents Ph. D. Research Degree.

- (d) A 5-year Integrated Bachelor's and Master's programme shall have a minimum of 220 credits.

- (e) Master's and doctoral programmes, while providing rigorous research-based specialization, should also provide opportunities for multidisciplinary work, in academia, government, research institutions, and industry.

4. Lateral Entry/ Re-entry at higher Levels after exit from lower levels of four years

multidisciplinary UG degree programme:

- (i) The credit points earned and accumulated shall be used to determine the eligibility for taking admission to various programs at multiple levels, subject to fulfilment of the broad principles laid down under NCrF. Students who leave with a Certification, Diploma, or a Basic Bachelor's Degree will be eligible to re-enter the programme at the exit level to complete or progress to the next level through lateral entry mode. Depending upon the academic and physical facilities available, the State Universities/ Autonomous Colleges (Higher Education Institutions or HEI) may earmark specific seats/ intake for lateral entry into the second year/ third year/ fourth year of a four years

multidisciplinary UG degree programme as approved by Professional Standard Setting Bodies (PSSB/Govt. of Maharashtra/ statutory council of affiliating University plus any consequential vacancies caused by exits to an ongoing programme (four-year Degree Programme and Integrated Master's or second year Master's). Lateral entry or Re-entry is open to those students if he/she has either –

- (a) successfully completed the Second year/second year/third year of the particular four years multidisciplinary degree programme in any ABC registered HEI with valid credits in ABC and re-entering into the second year/third year/fourth year, respectively of the same four years degree programme of any ABC registered HEI, within stipulated/ permissible period of years as decided by Statutory Councils of that HEI

OR

- (b) Already successfully completed a multidisciplinary four-year Second-degree programme and is desirous of and academically capable of pursuing another multidisciplinary four years Second-degree programme in an allied subject.
- (ii) A student will be allowed to enter/re-enter only at the odd semester. Re-entry at various levels for lateral entrants in academic programmes should be based on the earned and valid credits as deposited and accumulated in Academic Bank of Credits (ABC) through Registered Higher Education Institutions (RHEI) and proficiency test records. However, in terms of the admission eligibility requirements, the student shall belong to the same faculty/ discipline in terms of Major Subject i.e., the Major subject of his earlier Programme and the Major subject of the new Programme for which he is seeking admission must be from the same faculty/discipline. Reservation for lateral entry will be executed as per the Government of Maharashtra norms.

5. Distribution of Credits across Multidisciplinary Four Years Degree Programme:

- (i) Four-year multidisciplinary degree programme with Honours/ Specialization Degree will have Internship and Core /Major Courses with a minimum of 22 credits per sem. in the Fourth Year.
- (ii) Four-year multidisciplinary degree programme with Research will have Research Projects, Seminars, Dissertations and Internships with a minimum of 22 credits per Sem. in the Fourth Year.
- (iii) Students shall select a 'Major or Core Subject/ Discipline' and a '**Minor Subject/Discipline**' **from the lists of various Subject Combinations and Options provided the Colleges.** In general, for the four years multidisciplinary bachelor's degree programme, the distribution of credits will be as follows:
- (a) Disciplinary/interdisciplinary Major/ Core Subject (minimum of 68 credits)- Mandatory and Elective Courses
- (b) Disciplinary/interdisciplinary Minor Subject (maximum of 22 credits)
- (c) Skill based/Vocational studies corresponding to the Major/ Core Subject (8 credits)

- (d) Field projects/internship/apprenticeship/community engagement and service corresponding to the Major/ Core Subject (14-22 credits) with a maximum of six credits per Semester
- (e) Generic/ Open Electives through Baskets of Elective Courses (12 credits),
- (f) Ability Enhancement Courses including Languages, Literature and Environmental Studies (12 credits),
- (g) In-built modules on the Indian Knowledge System (IKS) in Major/ Core Subject at Level 4.5 – 2 credits
- (h) Value-based Education, Life Skills and Professional Ethics: Co-curricular Courses such as Sports and Culture, NSS/NCC and Fine/ Applied/Visual Arts (8 credits).

Student can earn some credits (SEC/VSC/GE/OE) in the form of online from-

- (i) The National Skills Qualifications Framework (NSQF) organizes qualifications for Vocational and Skill Courses in a series of 8 levels based on professional knowledge, professional skills, core skills and responsibilities, in the increasing order of complexity and competency.
- (ii) University Grants Commission (Credit Framework For Online Learning Courses through Study Webs of Active-Learning for Young Aspiring Minds) Regulations, 2021, **permits up to 40 per cent of the total courses being offered in a particular programme in a semester through the Online Learning Courses offered through the Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM) platform.**

6. Examination and Assessment Process:

- (i) The basic principle of the credit framework is that credits are a function of the successful completion of a program of study/ vocational education/ training and assessment. No credit can be earned by the student unless the student is assessed for the achievement of the desired competencies and outcome of a program.
- (ii) Exit options are provided with certification, diploma and basic Bachelor's degrees to the students at the end of the second, fourth and sixth semesters of a four years multidisciplinary degree programme. Students will receive a Bachelor's degree with Honours/ Research on successfully completing of all eight semesters of the UG Program either at a stretch or with opted exits and re-entries.
- (iii) For the smooth success of four-year multidisciplinary degree programme with multiple entry and exit systems, the examination mode will be based on the combination of innovative trends in formative (informal and formal tests administered during the learning process) and summative (evaluation of students learning at the end of an instructional unit) examination modes. This is in line with the UGC Report on 'Evaluation Reforms in Higher Educational Institutions (2019)'.

(iv) Evaluation of each students in each course will be done as follows

- a. Each theory or practical course will be of 2 credits = 50 mark
- b. Internal evaluation 30% weightage (15 mark)
- c. External evaluation 70% weightage (35 marks)

- d. Students should secure 40% marks in each type of evaluation for successful completion of a course (student should secure at least 6 marks in internal and 14 marks in external evaluation).

(v) Evaluation Pattern.

- a. Internal evaluation** - Two written test, each of 20 marks will be conducted i.e. two tests on two modules. 1st assignment after completing 6 weeks of teaching and 2nd on completion of 13th week of teaching. Question paper should be designed so that evaluation of CO, PO, PSO can be performed. 10 marks out of 15 will be assigned from these written tests. Remaining 5 marks will be assigned from other types of evaluation such as seminars, orals, poster presentation, open book challenging tests, surprise test, objective test on whole syllabus of the course (at least 40 questions of objective type must be designed), etc. for 5 marks at least two different types technique must be utilized.
- b. External Evaluation** - External evaluation will be done at the end of semester. For theory, 35 marks written examination will be conducted and time of examination will be 2-hours.

7. Declaration of Results:

- (i) Declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned at the completion of all eight semesters of the programme and the corresponding overall alpha-sign or letter grades as given in Table 2. If some candidates exit at the completion of the Second, second or third year of the four years Undergraduate Programmes, with Certificate, Diploma or Basic Degree, respectively, then the results of successful candidates at the end of the second, fourth or sixth semesters shall also be classified on the basis of the CGPA obtained in the two, four, six or eight semesters, respectively. Successful candidates at the end of the tenth semester of the integrated Master's Degree Programmes shall also be classified on the basis of CGPA obtained in the ten semesters of the Programmes. Likewise, the successful candidates of one year or two semesters Master's Degree Programme are also classified on the basis of the CGPA of two semesters of the Master's Degree Programme.

Table-2: Grades on degree certificate/mark sheet will be assigned to the students as per the following table

Semester GPA/ Program CGPA Semester/Program	% of Marks	Alpha-Sign / Letter Grade Result
9.00-10.00	90-100	O (outstanding)
8.00 - <9.00	80.00 – <90.00	A+ (Excellent)
7.00 - <8.00	70.00-<80.00	A (Very Good)
6.00 - <7.00	60.00-<70.00	B+ (Good)
5.50 - <6.00	55.00-<60.00	B (Above Average)
5.00 - <5.50	50.00-<55.00	C (Average)
4.00 - <5.00	40.00-<50.00	P (Pass)
Below 4.00	< 40	F (Fail)
Ab	-----	Absent

- (ii) A student obtaining Grade F shall be considered failed and will be required to reappear in the examination. For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

8. Award of Major and Minor Degree:

- (i) A student pursuing four-year multidisciplinary UG programme will be awarded an appropriate Honours/ Research degree in Major/ Core Subject on completion of VIII Semester with the minimum of 176 credits if he secures in that Subject at least 50% of the total credits for that programme. He shall thus study the specific number of Mandatory Core Courses, Core Electives, Vocational and Skill Courses and Field projects/ Internships connected to Core Subjects in eight semesters so as to cover at least 50% of the total credits.
- (ii) In case of Research Degree, a student shall pursue research project and write dissertation in that Major in the VII and VIII semesters.

On the basis of above rules and regulations under NEP-2020 following course frame work is adopted by the Prof.Ramkrishna More Arts, Commerce and Science College, Akurdi, Pune-411044 for the completing of four years honours degree in Major and Minor subjects.

9. Distribution of Credits across Four Years Degree Programmes:

In general, for the four years' bachelor's degree programme, the distribution of credits will be as follows:

(a) Major (Core) Subject comprising Mandatory and Elective Courses:

- i. Minimum 50% of total credits corresponding to Three/Four - year UG Degree- Mandatory Courses offered in all Four years;
- ii. 2 credit course on Major Specific IKS shall be included under Major;
- iii. Elective courses of Major will be offered in the third and/or final year.
- iv. Vocational Skill Courses, Internship/ Apprenticeship, Field Projects, Research Projects connected to Major Second to fourth year.

(b) Minor Subject: 18-20 Credits

- i. The Minor subjects may be from the different disciplines of the same faculty of DSC Major (Core) or they can be from different faculty altogether.
- ii. The credits of Minor subjects shall be completed in the Second three years of UG Programme.

(c) Generic/ Open Elective Courses (OE): 10-12 credits

- i. It is to be offered in I and/or II year
- ii. Faculty-wise baskets of OE shall be prepared by University/ Autonomous Colleges.
- iii. OE is to be chosen compulsorily from faculty other than that of the Major.

(d) Vocational and Skill Enhancement Courses (VSEC): 14-16 credits

Vocational Skill Courses (VSC): 8-10 credits, including Hands on Training corresponding to the Major and/or Minor Subject:

- i. To be offered in Second to three years;
- ii. Wherever applicable vocational courses will include skills based on advanced laboratory practicals of Major

Skill Enhancement Courses (SEC): 06 credits

- i. To be offered in I and II year;

- ii. To be selected from the basket of Skill Courses approved by University/ Autonomous Colleges

(e) Ability Enhancement Courses (AEC), Indian Knowledge System (IKS) and Value Education Courses (VEC): 14 Credits

- **AEC: 08 credits**

- i. To be offered in I and II year
 - ii. English: 04 Credits
 - iii. Modern Indian Language: 04 credits
 - iv. To be offered from the Basket approved by the College;
- The focus for both languages should be on linguistic and communication skills.

- o **IKS: 2 Credits**

- i. To be offered in I Year
- ii. Courses on IKS to be selected from the basket of IKS courses approved by the Colleges

- o **VEC: 04 Credits**

- i. To be offered in I year
- ii. Value Education Courses (VEC) Environmental Science Education (Compulsory), Understanding India, and Digital and Technological Solutions.

(f) Field Projects/ Internship/ Apprenticeship/ Community Engagement and Service corresponding to the Major (Core) Subject, Co-curricular Courses (CC) and Research Project

- o **Internship/Apprenticeship corresponding to the Major (Core) Subject: 8 Credits**

- o **Field Projects/Community Engagement and Service corresponding to the Major (Core) Subject: minimum 4-6 credits**

To be offered in II, and III years of UG Degree Programmes.

- o **Co-curricular Courses (CC) such as Health and Wellness, Yoga education sports, and fitness, Cultural Activities, NSS/NCC and Fine/ Applied/ Visual/ Performing Arts: 8 credits.** To be offered in I and/or II year

- o **Research Projects: 12 credits**

To be offered in the final year for 4-year Honours with Research UG Degree

The UGC Regulations, 2021 permit up to 40% of the total courses being offered in a particular programme in a semester through the Online Learning Courses offered through the SWAYAM platform and/or other State Level Common Platforms which can be developed in due course with the participation of different Universities/ HEIs.

Abbreviations: Generic/ Open Electives: **GE/OE**; Vocational Skill and Skill Enhancement Courses: **VSEC**; Vocational Skill Courses: **VSC**; Skill Enhancement Courses: **SEC**; Ability Enhancement Courses: **AEC**; Indian Knowledge System: **IKS**; Value Education Courses: **VEC**; **OJT**: On Job Training; Internship/ Apprenticeship; Field projects: **FP**; Community engagement and service: **CEP**; Co-curricular Courses: **CC**; Research Methodology-**RM**; Research Project: **RP** Note: The Credit Distribution Table given above is illustrative only. The Universities/ Autonomous Colleges may suitably modify within the broader framework of credit distribution across six verticals.

Graduate and Honors Degree Course Framework under Autonomy as per NEP-2020

If not mentioned, each proposed course (theory/practical) is of 2 credits

Sem.	Major Courses	Major Elective Courses	Minor Courses	VSC	IKS	FP/OJT/CEP	GE/OE	SEC	AEC	VEC	CC	Total Credits
Second Year Certificate Course												
I	2 theory + 1 Practical	0	0	1 Theory	1 Theory	0	1 theory + 1 Practical	1 theory/practical	1 theory	1 theory	2 Credit	22
II	2 theory + 1 Practical	0	1 Theory	1 Practical	0	0	1 theory + 1 Practical	1 theory/practical	1 theory	1 theory	2 Credit	22
Second Year Graduate Diploma												
III	3 theory + 1 Practical	0	1 Theory + 1 Practical	1 Theory	0	FP (2 Credit)	1 theory	0	1 theory		2 Credit	22
IV	3 theory + 1 Practical	0	1 Theory + 1 Practical	0	0	CEP (2 Credit)	1 Practical	1 theory/practical	1 theory		2 Credit	22
Third Year Graduate Degree												
V	3 theory + 2 Practical	1 Theory + 1 Practical	1 Theory + 1 Practical	1 Practical	0	FP/CEP (2 Credit)	0	0	0	0	0	22
VI	3 theory + 2 Practical	1 Theory + 1 Practical	1 Theory + 1 Practical	0	0	OJT (4 Credit)	0	0	0	0	0	22
VII and VIII Semester honours degree with major												
VII	5 theory + 2 Practical	1 Theory + 1 Practical	RM 4 Credits	0	0	0		0	0	0	0	22
VIII	5 theory + 2 Practical	1 Theory + 1 Practical	0	0	0	OJT (4 Credit)	0	0	0	0	0	22
VII and VIII Semester honours degree with research												
VII	4 theory + 1 Practical	1 Theory + 1 Practical	RM 4 Credits	0	0	RP (4 Credit)	0	0	0	0	0	22
VIII	4 theory + 1 Practical	1 Theory + 1 Practical	0	0	0	RP (8 Credit)	0	0	0	0	0	22

Post Graduate Degree Course Framework under Autonomy as per NEP-2020

If not mentioned, each proposed course (theory/practical) is of 2 credits

Sem.	Major Courses	Major Elective Courses	Minor Courses	VSC	IKS	FP/OJT/CEP	GE/OE	SEC	AEC	VEC	CC	Total Credits
PG-I												
VII	5 theory + 2 Practical	1 Theory + 1 Practical	RM 4 Credits	0	0	0		0	0	0	0	22
VIII	5 theory + 2 Practical	1 Theory + 1 Practical	0	0	0	OJT (4 Credit)	0	0	0	0	0	22
PG-II												
IX	5 theory + 2 Practical	1 Theory + 1 Practical	0	0	0	Research Project (4 credits)		0	0	0	0	22
X	5 theory + 2 Practical	1 Theory + 1 Practical	0	0	0	OJT (4 Credit)	0	0	0	0	0	22

Definitions:

1. One semester = 15 weeks

2. 1-credit theory = 15 hours i.e. for 1 credit, 1 hour per week teaching is to be performed.

15 hours of 1-credit are splinted as 12 hours actual teaching + 3 hours Tutorial (practice problem solving sessions, repeated discussion on difficult topics, discussion on student's difficulties, questions discussion and internal evaluation)

3. 1-credit practical = 30 hours. Thus, 1 credit practical = 2 contact hours in laboratory per week. 30 hours splinted as 24 hours actual table work and 6 hours for journal competition, oral on each practical and other internal evaluation.

4. Each theory course of any type (major, minor, VSC, VEC, OE/GE, VEC, SEC, CC, etc.) **is of 2 credits.**

- a. **Theory per semester:** Contact hours = 24 teaching + 6 tutorials (problem solving sessions, repeated discussion on difficult topics, difficult solution, questions discussion and internal evaluation)
- b. Each course will be of two modules, One module = 15 hours
- c. Each module may consist of one or more than one chapter.

5. Each practical course of any course is of 2 credits = 60 hours per semester

- a. Minimum 12 laboratory sessions will be conducted in one semester.
- b. Each laboratory sessions will be of 4 hour.

Subject Summery

S.Y.B.Com

Sem –III

Type	Code	Name of The Paper	Credit
MAJOR COURSES	COMAT-231 (T-2)	Cost & Works Accounting Management-I	2
		Banking & Finance -I	
		Business Administration-I	
		Business Entrepreneurship Management -I	
	COMAT-232(T-4)	Corporate Accounting-I	4
	COMAP-233(P-2)	Business Communication-I	2
MINOR COURSES	COMIT-231(T-2)	Micro Economics-I	2
	COMIT-232(T-2)	Corporate Law-I	2
VSC	COVST-231 (T-2)	Business Skills Management	2
FP	COFPP-231(P-2)	Field Project Survey In Costing	2
		Field Project Survey In Banking	
		Field Project Survey In Business Administration	
		Field Project Survey In Business Entrepreneurship	
AEC	MAAET-231(T-2)	Vyavharik Marathi Bhag-I	2
	HIAET-231(T-2)	Vaikalpik Hindi-I	
CC	CCHRT-231(T-2)	Human Rights-I	2
GE/OE	COMGET231(T-2)	Fundamental Insurance Marketing	2
Total Credit			22

Sem -IV

Type	Code	Name of The Paper	Credit
MAJOR COURSES	COMAT-241(T-2)	Cost & Works Accounting Management-II	2
		Banking & Finance –II	
		Business Administration-II	
		Business Entrepreneurship Management -II	
	COMAT-242(T-4)	Corporate Accounting-II	4
	COMAP-243(P-2)	Business Communication-II	2
MINOR COURSES	COMIT-241(T-2)	Micro Economics-II	2
	COMIT-242(T-2)	Corporate Law-II	2
SEC	COSET-241(T-2)	Managerial Skill Development	2
CEP	COCEP-241(P-2)	CEP In Costing	2
		CEP In Banking	
		CEP In Business Administration	
		CEP In Business Entrepreneurship	
AEC	MAAET-241(T-2)	Vyavharik Marathi Bhag-II	2
	HIAET-241(T-2)	Vaikalpik Hindi-II	
CC	CCCST-241(T-2)	Cyber Security-I	2
GE/OE	COMGET241(T-2)	Advance Insurance Marketing	2
Total Credit			22



Prof. Ramkrishna More College, Akurdi, Pune 411044

Graduate and Honors Degree Course Framework under Autonomy as per NEP-2023

Sem.	Major Courses	Major Elective Courses	Minor Courses	VSC	IKS	FP/OJT/ CEP	GE/OE	SEC	AEC	VEC	CC	Total Credits
Second Year Certificate Course												
I	MAJOR -1: (T-02) (Any One) COMAT-111 Cost & Works Accounting-I/Fundamental of Banking-I/Business Administration-I/Business Entrepreneurship Development-I MAJOR -2 (T-02) COMAT-112 Business Mathematics & Statistics-I/Computer Concept-I MAJOR -3: (P-02) 1COMAT-113 Financial Accounting-I (WL: 60 Hours)	0	0	VSC-I (T-2) 4COMVSP-111 Commercial Accounting	IKS (T-02) 5COMIK T-111 Cost Management for Business-I/Indian Ethos in Management/Event Management/Tourism Management	0	GE/OE: A) ARTS DEP 1) POLITICS 2) ECONOMICS 3) PHYSICS B) SCIENCE DEP 1) ZOOLOGY 2) CHEMISTRY 3) BIOLOGY 4) PHYSICS C) COMPUTER SCIENCE DEP. 1) B.B.A. 2) B.C.A. 3) B.S.C. (SUBJECT DETAILS ON NEXT PAGE)	SEC (T-02) : COMSET-111 Indian Economy-I	AEC: (T-02) ENAET-111 Compulsory English-I	VEC: (T-02) 6VEEAT-111 Environmental Awareness	CC: (02 Credits): CC1: CCHWT-111 Health & Wellness-I & Select one or more following: (but Credits will be received end of the 4 th Sem if continuous enrolment) NSS/NCC/Sports/ Students Welfare/ Cultural/ Avishkar/ Cultural/MOOC S/SWAYAM Courses	22

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II	MAJOR-4 (T-02) (Any One) COMAT-121 Cost & Works Accounting-II/Fundamental of Banking-II/Business Administration-II/ Business Entrepreneurship Development-II MAJOR-5 (T-02) COMAT-122 Business Mathematics & Statistics-II/ Computer Concept-II MAJOR-6: (P-02) 1COMAT-123 Financial Accounting-II (WL: 60 Hrs)	0	COMIT 121: (T-2) <i>Production & Logistic Management (for Admin group/ Risk Management (for Banking group)</i>	VSC-II (T 2) 4COMVSP-121 Commercial Accounting	0	0	GE/OE: As above & As per Sem-I	SEC (T-02) : COMSET121 Indian Economy-II	AEC: (T-02) ENAET-121 Compulsory English-II	VEC: (T-02) (Add on Course) POVET-121 Democracy & Indian Constitution	CC: (02 Credits) CC2: 7CCPEP-121 Physical Education & Select one or more following: (as per previous semester) NSS/NCC/Sports/ Students Welfare/ Cultural/ Avishkar/MOOCs/SWAYAM Courses	22
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Second Year Graduate Diploma

III	MAJOR-7 (T-02) COMAT-231 Cost & Works Accounting Management-I/ Banking & Finance -I/Business Administration -I/ Business Entrepreneurship Management -I MAJOR-8 (T-04) COMAT-232 Corporate Accounting-I MAJOR-9 (P-02) COMAP-233 Business Communication-I(P-02) (WL: 60 Hours)	0	COMIT-231: Micro Economic s-I (T-02) COMIT-232 Corporate Law-I (T-02)	VSC-III: COVST-231 Business Skills Management-(T-02)	0	FP: (P-02) COFPP-231 Field Project/ Survey in Costing/ Banking/ BA/ BE	GE/OE: COMGET231 Fundamental Insurance Marketing (T-02) Student chose as per Basket of Arts and Science Faculty	0	AEC: (T-02) MAAET 231 Vyavhari k Marathi Bhag-I HIAET231/Vaika lpik Hindi-I	0	CC: (02 Credits) CCHRT231/ Human Rights & Select one or more following: (as per previous years NSS/NCC enrolment)/Sports/Students Welfare/ Cultural/ Avishkar	22
IV	MAJOR-10 (T-02) COMAT-241 Cost & Works Accounting Management - II / Banking & Finance Management - II/ Business Administration-II/ Business Entrepreneurship Management - II MAJOR-11 (T-04) COMAT-242 Corporate Accounting-II MAJOR-12 (P-02) COMAP-243 Business Communication-II (P-02) (WL: 60 Hours)	0	COMIT-241: Micro Economic s-II (T-02) COMIT-242 Corporate Law-II(T-02)	0	0	CEP/Industrial Visit: COCEP-241 (P-02) CEP or Industrial Visit in Costing/ Banking/ BA/ BE	GE/OE: COMGET241 Advance Insurance Marketing (T-02) Student chose as per Basket of Arts and Science Faculty	SEC: COSET241 Managerial Skills Development- (T-02)	AEC: (T-02) MAAET 241 Vyavhari k Marathi Bhag-II HIAET241/Vaika lpik Hindi-II	0	CC: (02 Credits) CCCST241/ Cyber Security & Select one or more following: (as per previous years NSS/NCC enrolment)/Sports/Students Welfare/ Cultural/ Avishkar	22

PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

Third Year Graduate Degree

V	DSC-15 (T-02) Advanced Accounting-I DSC-16 (T-02) Business Regulatory Framework-I DSC-17 (T-02) Auditing & Taxation-I (Audit) DSC-18 (T-02) Costing-IV/Banking-IV/Business Administration-IV/ Business Entrepreneurship Development-IV DSC-19 (P-02) Costing-II/Banking-II/Business Administration-II/ Business Entrepreneurship Development-II	MAJE: (T-02) Office Management /Co-operation & MAJE: (T-02) Marketing Management/Banking &Finance/ Consumer Protection & Business Ethics	Indian & Global Economic s (Macro)-I (T-02) + E-Commerce (T-02)	Practical Application of Costing-/Banking/Business Administration / Business Entrepreneurship Development	0	FP/CEP : (02 Credits) Field Project/Field Survey/CEP/Industrial Visit in Costing/Banking/Business Administration/ Business Entrepreneurship Development	0	0	0	0	0	22
VI	DSC-20 (T-02) Advanced Accounting-II DSC-21 (T-02) Business Regulatory Framework-II DSC-22 (T-02) Auditing & Taxation-II (Income Tax) DSC-23 (T-02) Costing-V/Banking-V/Business Administration-	MAJE: (T-02) Office Management /Co-operation & MAJE: (T-02) Marketing	Indian & Global Economic s (Macro)-II (T-02) + E-Commerce (T-02)	0	0	OJT: (02 Credits) OJT/Internship in Costing/Banking/Business Administration/ Business	0	0	0	0	0	22

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	V/ Business Entrepreneurship Development-V DSC-24 (P-02) Costing- III/Banking- III /Business Administration- III / Business Entrepreneurship Development- III	g Manage ment/Ba nking &Financ e/ Consume r Protectio n & Business Ethics				Entrepre neurship Develop ment						
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PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

VII and VIII Semester honours degree with major												
VII	DSC-25 (T-02) Recent Advances in Accounting-I DSC-26 (T-02) Business & Other Law-I DSC-27 (T-02) Tax Planning-I DSC-28 (T-02) Advances in Costing-VI/ /Business Administration-VI/ Business Entrepreneurship Development-VI/Advanced Accounting-VI DSC-29 (P-02) Advances in Costing-IV/ /Business Administration-IV/ Business Entrepreneurship Development-IV/Advanced Accounting-IV DSC-30 (T-02) Advanced Audit-I DSC-31 (T-02) Financial Markets-I	MAJE: Financial Economics -I (T-02) + Advance Business Management-I (T-02)	RM: (4 Credits)- Research Methodology with mini Research Project in Costing- /Business Administration / Business Entrepreneurship Development/ Advanced Accounting	0	0	0		0	0	0	0	22
VIII	DSC-32 (T-02) Recent Advances in Accounting-II DSC-33 (T-02) Business & Other Law-II DSC-34 (T-02) Tax Planning-II DSC-35 (T-02) Advances in Costing-VII/ Business	MAJE: Financial Economics -II (T-02) + Advance Business Management-II (T-02)	0	0	0	OJT (4 Credit) OJT/Internship in Costing/Banking/Business Administration / Business Entrepreneurs	0	0	0	0	0	22

Administration-VII/ Business Entrepreneurship Development-VII/ Advanced AccountingVII DSC-36 (P-02) Advances in Costing-V/ /Business Administration-V/ Business Entrepreneurship Development- V/Advanced Accounting V DSC-37 (T-02) Advanced Audit-II DSC-38 (T-02) Financial Markets-II	02)				hip Development/ Advanced Accounting						
											22

PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

VII and VIII Semester honours degree with research											
VII	DSC-25 (T-02) Recent Advances in Accounting-I DSC-26 (T-02) Business & Other Law-I DSC-27 (T-02) Tax Planning-I DSC-28 (T-02) Advances in Costing-I/Business Administration-I/ Business Entrepreneurship Development-I/ Advanced Accounting-I DSC-29 (P-02) Advances in Costing-I/Business Administration-I/ Business Entrepreneurship Development-I/ Advanced Accounting-II DSC-30 (T-02) Managerial Economics-I DSC-31 (T-02) Financial Markets-I	MAJE: Financial Economics -I (T-02) + Advance Business Manageme nt-I (T-02)	RM: (4 Credits)- Research Methodology with mini Research Project in Costing-/Banking/Business Administration / Business Entrepreneursh ip Development/ Advanced Accounting-	0	0	0	0	0	0	0	22
VIII	DSC-32 (T-02) Recent Advances in Accounting-II DSC-33 (T-02) Business & Other Law-II DSC-34 (T-02) Tax Planning-II DSC-35 (P-02)	MAJE: Financial Economics -II (T-02) + Advance Business Manageme	0	0	0	OJT (4 Credit) Course Work & Dissertation in Costing/Ban king/Busine	0	0	0	0	22

PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

Advances in Costing-VII/ Business Administration-VII/ Business Entrepreneurship Development-VII/ Advanced Accounting DSC-36 (P-02) Advances in Costing-V/ Business Administration-V/ Business Entrepreneurship Development-V./ Advanced Accounting V DSC-37 (T-02) Managerial Economics-II DSC-38 (T-02) Financial Markets-II	nt-II (T-02)				ss Administrat ion/ Business Entrepreneu rship Developme nt/ Advanced Accounting						

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VII and VIII Semester honours degree with research												
VII	DSC-15 (T-02) Business Finance DSC-16 (T-02) Knowledge Management DSC-17 (T-02) Auditing & Taxation (Audit) DSC-18 (T-02) Human Resource Management/Advanced Auditing/Cost audit DSC-19 (P-02) Organizational Behavior / specialized Auditing/ Management Audit	MAJE: (T-02) Strategic Manageme nt(T-02) + Manageme nt Accountin g (T-02)	04 Credits RM Business Administration/A ccountancy/Costi ng	0	0	FP/CEP: (04 Credits) Research Project	0	0	0	0	0	22
VIII	DSC-15 (T-02) Capital Market & Financial analysis DSC-16 (T-02) Industrial Economic Environment DSC-17 (T-02) Auditing & Taxation-II (Tax planning & procedure) DSC-18 (T-02) Recent Advances in Business Administration/ Recent Advances in Accounting, Taxation & auditing/ Recent Advances in cost Audit and Cost system DSC-19 (P-02) Business Ethics & Professional	MAJE: (T-02) Industrial Economics (T-02) + financial Analysis & control(T-02)	0	0	0	FP/CEP: (08 Credits) Research Project Business Administration /Accountancy/ Costing	0	0	0	0	0	22

	value/Specialized areas in accounting/Application of cost Accounting											

GE/ OE Basket for S.Y. B.Com Students as per NEP -

Course Code	Courser Name	Department Name	Division Allotment
BOGET-231	Agriculture for Competitive Exam	Botany	SYBCOM A Div (Major-Cost and Work)
BOGET-231	Agriculture for Competitive Exam	Botany	SYBCOM A Div (Major-Cost and Work)
BOGEP-241	Ayurvedic Botany	Botany	SYBCOM A Div (Major-Cost and Work)
BOGEP-242	Ayurvedic Botany	Botany	SYBCOM A Div (Major-Cost and Work)
PHGEP-231	Scientific Modelling using Excel-I		SYBCOM B Div (Major-Banking and Finance)
PHGEP-231	Scientific Modelling using Excel-I	Physics	SYBCOM B Div (Major-Banking and Finance)
PHGET-241	Scientific Modelling using Excel-II	Physics	SYBCOM B Div (Major-Banking and Finance)
PHGET-241	Scientific Modelling using Excel-II	Physics	SYBCOM B Div (Major-Banking and Finance)
ECGET-231	Digital Banking-I	Economics	SYBCOM C Div (Major-Banking and Finace)
ECGET-231	Digital Banking-I	Economics	SYBCOM C Div (Major-Banking and Finace)

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ECGET-241	Digital Banking-II	Economics	SYBCOM C Div (Major-Banking and Finance)
ECGET-241	Digital Banking-II	Economics	SYBCOM C Div (Major-Banking and Finance)
ZOGET-231	Poultry Management	Zoology	SYBCOM D Div (Major-BA)
ZOGET-231	Poultry Management	Zoology	SYBCOM D Div (Major-BA)
ZOGEP-241	Practical in Poultry Management	Zoology	SYBCOM D Div (Major-BA)
ZOGEP-241	Practical in Poultry Management	Zoology	SYBCOM D Div (Major-BA)
CHGET-231	Agriculture and Dairy Chemistry	Chemistry	SYBCOM E Div (Major-BE)
CHGET-231	Agriculture and Dairy Chemistry	Chemistry	SYBCOM E Div (Major-BE)
CHGEP-241	Food and Water quality analysis	Chemistry	SYBCOM E Div (Major-BE)
CHGEP-242	Food and Water quality analysis	Chemistry	SYBCOM E Div (Major-BE)
POGET-231	An Introduction to Political Science-I	Political Science	SYBCOM F Div (Major-BA)
POGET-231	An Introduction to Political Science-I	Political Science	SYBCOM F Div (Major-BA)
POGEP-241	An Introduction to Political Science-II	Political Science	SYBCOM F Div (Major-BA)
POGEP-241	An Introduction to Political Science-II	Political Science	SYBCOM F Div (Major-BA)

As per above structure Courses of Commerce are as follows;

Only code of the course is given here

Semester	Major Courses	Major Elective Courses	Minor Courses	VSC	IKS
I	1COMAT-111	0	0	4COMVST-111, 111, 111, 111	5COMIKT-111, 111, 111, 111
	2COMAT-112,112,112,112				
	3COMAT-Maths113/Computer Concept.113				
II	1COMAT-121	0	COMIT-121, 121, 121	4COMVST-121, 121, 121, 121	0
	2COMAT-122, 122, 122,122				
	3COMAT- Maths123/Computer Concept.123				

Semester	Major Courses	Minor Courses	VSC	FP/OJT/CEP	SEC	AEC	CC
III	COMAT-231	COMIT231	COVST-231	COFPP-231	0	MAAET231	CCHRT231
	COMAT-232					HIAET231	
	COMAP-233	COMIT232					
IV	COMAT-241	COMIT-241	0	COCEP-241	COSET241	MAAET241	CCCST241
	COMAT-242					HIAET241	
	COMAP-243	COMIT-242					

V	COMAT-351	COMAET-356-A	COMIT-351	COMVSP-351		0
	COMAT-352	COMAET-356-B				
	COMAT-353	COMAEP-357-A	COMIP-352			
	COMAP-354	COMAEP-357-B				
	COMAP-355					
VI	COMAT-361	COMAET-366A	COMIT-361	0		0
	COMAT-362	COMAET-366B				
	COMAT-363	COMAEP-367A	COMIP-362			
	COMAP-364	COMAEP-367B				
	COMAP-365					
		VII and VIII Sem. honours degree with major				
VII	COMAT-511	COMAET -	0	0		0

S.Y.B. Com

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PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

		518-A				
	COMAT-512	COMAET - 518-B				
	COMAT-513	COMAET - 519-A				
	COMAT-514A,514B,514C,514D	COMAET - 519-B				
	COMAT-515					
	COMAT-516					
	COMAT-517					
VIII	COMAT-521	COMAET-528-A	0	0		0
	COMAT-522A-522B-522C-522D	COMAET-528-B				
	COMAT-523	COMAET - 529A				
	COMAT-524	COMAET - 529B				
	COMAT-525					
	COMAT-526					
	COMAT-527					
		VII and VIII Sem. honours degree with research				
VII	COMAT-631	COMAET-638A	0	0		0
	COMAT-632	COMAET-638-B				
	COMAT-633	COMAEP-639-A				
	COMAT-634A,634B,634C,634D	COMAEP-639-B				
	COMAP-636A,636B,636C,636D					
VIII	COMAT-641	COMAET-648-A	0	0		0
	COMAT-642	COMAET-648-B				
	COMAT-643	COMAEP-649-A				
	COMAT-644A,644B,644C,644D	COMAEP-649-B				
	COMAP-646					

Codes, Generic name and Title of the paper

Major Courses			
Semester	Course code	Generic Name	Title of the paper
I	1COMAT-111	Accounting theory paper-I (02 Cr)	Financial Accounting –I
	2COMAT-112,112,112,112	Cost & Works Accounting-I/Fundamental of Banking-I/Business Administration-I/ Business Entrepreneurship Development-I, (theory paper)	Cost & Works Accounting-I/Fundamental of Banking-I / Business Administration-I/ Business Entrepreneurship Development-I
	3COMAT-113/ 113	Business Mathematics & Statistics-I/ Computer Concept-I (theory paper)	Business Mathematics & Statistics-I/ Computer Concept-I
II	1COMAT-121	Accounting theory paper-II (theory paper-2 Cr)	Financial Accounting-II
	2COMAT-122, 122 122,122	Cost & Works Accounting-II/Fundamental of Banking-II /Business Administration-II/ Business Entrepreneurship Development-II (theory paper-02 Cr)	Cost & Works Accounting-II/Fundamental of Banking-II /Business Administration-II/ Business Entrepreneurship Development-II
	3COMAT-123/123	Business Mathematics & Statistics-II/ Computer Concept-II (Theory paper-2 Cr)	Business Mathematics & Statistics-II/ Computer Concept-II
III	COMAT-231 (T-02)	Cost and Works Accounting Management-I/Banking and Finance-I/Business Administration-I/ Business Entrepreneurship Development-I (theory paper-2 Cr)	Cost and Works Accounting Management-I /Banking and Finance-I/Business Administration-I/ Business Entrepreneurship Development-I
	COMAT-232 (T-04)	Accounting theory (theory paper-4 Cr)	Corporate Accounting-I
	COMAP-233 (P-02)	Business Communication-I (practical paper-2 Cr)	Business Communication-I
	COMIT-231(T-2)	Micro Economics-I (T-02)	Micro Economics-I
	COMIT-232(T-2)	Corporate Law-I (T-02)	Corporate Law-I
	COVST-231(T-2)	Business Skills Management- (T-02)	Business Skills Management
	COFPP-231(P-2)	Field Project/ Survey in Costing/Banking/BA/ BE (P-02)	Field Project/ Survey in Costing/Banking/BA/ BE
	GE/OE: COMGET231(T-2)	Fundamental Insurance Marketing (T-02) (For Students of Arts and Science Faculty)	Fundamental Insurance Marketing Student chose as per Basket of Arts and Science Faculty
	MAAET231 / HIAET231 (T-2)	Vyavharik Marathi Bhag-I /Vaikalpik Hindi-I (T-02)	Vyavharik Marathi Bhag-I /Vaikalpik Hindi-I
	CCHRT231 (T-2)	Human Rights (02 Credits)	Human Rights

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IV	COMAT-241 (T-2)	Cost and Works Accounting Management-II/Banking and Finance-II/Business Administration-II/ Business Entrepreneurship Development-II (theory paper-2 Cr)	Cost and Works Accounting Management-II/Banking and Finance- II/Business Administration-II/ Business Entrepreneurship Development-II
	COMAT-242 (T-4)	Accounting theory (theory paper-4 Cr)	Corporate Accounting-II
	COMAP-243 (P-2)	Business Communication-II (practical paper-2 Cr)	Business Communication-II
	COMIT-241(T-2)	Micro Economics-II (T-02)	Micro Economics-II
	COMIT-242(T-2)	Corporate Law-II (T-02)	Corporate Law-II
	COSET-241(T-2)	Managerial Skills Development - (T-02)	Managerial Skills Development
	COCEP-241(P-2)	CEP or Industrial Visit in Costing/Banking/BA/ BE (P-02)	CEP or Industrial Visit in Costing/Banking/BA/ BE
	GE/OE: COMGET241 (T-2)	Advance Insurance Marketing (T-02) (For Students of Arts and Science Faculty)	Advance Insurance Marketing Student chose as per Basket of Arts and Science Faculty
	MAAET241 / HIAET241 (T-2)	Vyavharik Marathi Bhag-II /Vaikalpik Hindi-II (T-02)	Vyavharik Marathi Bhag-II /Vaikalpik Hindi-II
V	CCCST241(T-2)	Cyber Security (02 Credits)	Cyber Security
	COMAT-351	Accounting theory paper-11	Advanced Accounting-I
	COMAT-352	Business Laws theory paper- 12	Business Regulatory Framework-I
	COMAT-353	Auditing & Taxation-I theory paper-13	Auditing & Taxation-I (Audit)
	COMAP-354	Costing-IV/Banking- IV/Business Administration- IV/ Business Entrepreneurship Development-IV theory paper-5	Costing-IV/Banking-IV/Business Administration-IV/ Business Entrepreneurship Development-IV –VI
	COMAP-355	Costing-II/Banking- II/Business Administration- II/ Business Entrepreneurship Development-II practical paper-6	Costing-II/Banking-II/Business Administration-II/ Business Entrepreneurship Development-II –V
VI	COMAT-361	Accounting theory paper-14	Advanced Accounting-II
	COMAT-362	Business Laws theory paper- 15	Business Regulatory Framework-II
	COMAT-363	Auditing & Taxation-II theory paper-16	Auditing & Taxation-II (Income Tax)
	COMAP-364	Costing-V/Banking- V/Business Administration- V/ Business Entrepreneurship Development-V paper-7	Costing-V/Banking-V/Business Administration-V/ Business Entrepreneurship Development-V
	COMAP-365	Costing-III/Banking- III /Business Administration- III / Business Entrepreneurship Development- III practical	Costing-III/Banking- III /Business Administration- III / Business Entrepreneurship Development- III

PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

		paper-8	
VII and VIII Semester honours degree with major			
VII	COMAT-511	Accounting theory paper-17	Recent Advances in Accounting-I
	COMAT-512	Business Laws theory paper-18	Business & Other Law-I
	COMAT-513	Tax Planning-I theory paper-19	Tax Planning-I
	COMAT-514A,514B,514C,514D	Advances in Costing-VI/Business Administration-VI/ Business Entrepreneurship Development-VI theory paper-20	Advances in Costing-VI/Banking-VI/Business Administration-VI/ Business Entrepreneurship Development-VI
	COMAT-515	Advances in Costing-IV/IV/Business Administration-IV/ Business Entrepreneurship Development-IV practical paper-21	Advances in Costing-IV/Banking-IV/Business Administration-IV/ Business Entrepreneurship Development-IV
	COMAP-516	Advanced Audit-I practical paper-11	Advanced Audit-I
	COMAP-517	Financial Markets-I practical paper-12	Financial Markets-I
VIII			
VIII	COMAT-521	Accountancy theory paper-22	Recent Advances in Accounting-II
	COMAT-522	Business Laws theory paper-23	Business & Other Law-II
	COMAT-5233	Tax Planning-II theory paper-24	Tax Planning-II
	COMAT-524A,524C,524D	Advances in Costing-VII//Business Administration-VII/ Business Entrepreneurship Development-VII theory paper-25	Advances in Costing-VII/Banking-VII/Business Administration-VII/ Business Entrepreneurship Development-VII
	COMAT-525A,525C,525D	Advances in Costing-V//Business Administration-V/ Business Entrepreneurship Development-V theory paper-26	Advances in Costing-V/Banking-V/Business Administration-V/ Business Entrepreneurship Development-V
	COMAP-526	Advanced Audit-II paper-13	Advanced Audit-II
	COMAP-527	Financial Markets-II paper-14	Financial Markets-II
VII and VIII Semester honours degree with research			
VII	COMAP -631	Accounting theory paper-17	Recent Advances in Accounting-I
	COMAP -632	Business Laws theory paper-18	Business & Other Law-I
	COMAP -633	Tax Planning-I theory paper-19	Tax Planning-I
	COMAP -634A,634C,634D	Advances in Costing-VI/Business Administration-VI/ Business Entrepreneurship Development-VI theory paper-20	Advances in Costing-VI/Banking-VI/Business Administration-VI/ Business Entrepreneurship Development-VI

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	COMAP - 636A,636C,636D	Advances in Costing-IV/Banking-IV/Business Administration-IV/ Business Entrepreneurship Development-IV practical paper-21	Advances in Costing-IV/Banking-IV/Business Administration-IV/ Business Entrepreneurship Development-IV
	COMAP -638	Advanced Audit-I practical paper-11	Advanced Audit-I
	COMAP -439	Financial Markets-I practical paper-12	Financial Markets-I
VIII	COMAP -641	Accountancy theory paper-22	Recent Advances in Accounting-II
	COMAP -642	Business Laws theory paper-23	Business & Other Law-II
	COMAP -643	Tax Planning-II theory paper-24	Tax Planning-II
	COMAP - 644A,644C,644D	Advances in Costing-VII//Business Administration-VII/ Business Entrepreneurship Development-VII theory paper-25	Advances in Costing-VII/Banking-VII/Business Administration-VII/ Business Entrepreneurship Development-VII
	COMAP -645	Advances in Costing-V/Banking-V/Business Administration-V/ Business Entrepreneurship Development-V theory paper-26	Advances in Costing-V/Banking-V/Business Administration-V/ Business Entrepreneurship Development-V
	COMAP -648	Advanced Audit-II paper-13	Advanced Audit-II
	COMAP -649	Financial Markets-II paper-14	Financial Markets-II
Major Elective			
V	COMAET-356A	Office Management theory paper-1-A	Office Management
	COMAET-356B	Co-operation theory paper-1-B	Co-operation
	COMAEP-357A	Marketing Management paper-1-A	Marketing Management
	COMAEP-357B	Banking & Finance paper-1-B	Banking & Finance – I-B
	COMAEP-357C	Consumer Protection & Business Ethics -1-C	Consumer Protection & Business Ethics
VI	COMAET-366A	Office Management theory paper-2-A	Office Management
	COMAET-366B	Co-operation theory paper-2-B	Co-operation
	COMAEP-367A	Marketing Management paper-2-A	Marketing Management
	COMAEP-367B	Banking & Finance paper-2-B	Banking & Finance – I-B
	COMAEP-367C	Consumer Protection & Business Ethics -2-C	Consumer Protection & Business Ethics
VII	COMAET-518-A	Financial Economics-I	Financial Economics-I

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		theory paper-3-A	
	COMAET-518-B		
	COMAEP-519-A	Advance Business Management-I paper-4-A	Advance Business Management-I
	COMAEP-519-B		
VIII	COMAET-528-A	Financial Economics-Ii theory paper-3-A	Financial Economics-Ii
	COMAET-528-B		
	COMAEP-529-A	Advance Business Management-II paper-4-A	Advance Business Management-II
	COMAEP-529-B		
Vocational Skill Courses (VSC) Related to Major			
I	COMVST-111A/111B/111C/111D	Vocational Commerce theory-I	Basics in Costing/ Basics in Banking/ Basics in Business Administration/ Basics in Business Entrepreneurship Development
II	COMVST-121A/121B/121C/121D	Vocational Commerce theory-II	Fundamentals of Costing/ Fundamentals of Banking/ Fundamentals of Business Administration/ Fundamentals of Business Entrepreneurship Development
III	COVST-231	Vocational Commerce theory-II	Advance Knowledge of Costing/Banking/Business Administration/ Business Entrepreneurship Development
IV	---	---	---
V	COVSP-351	Vocational Commerce Practical-II	Practical Application of Costing-/Banking/Business Administration/ Business Entrepreneurship Development
Minor Commerce			
I	-----	-----	-----
II	COMMIT-121A/121B/121C	Minor Commerce Theory-I	Inventory Management/Indian Monetary System Production & Logistic Management (T-02)
III	COMMIT -231	Minor Commerce Theory-II	Macro Economics(T-02)
	COMMIT -232	Minor Commerce Theory – III	Business Communication (T-02)
IV	COMMIT -241	Minor Commerce Practical-IV	Macro Economics (P-02)
	COMMIP-242	Minor Commerce Practical-V	Business Communication (P-02)
V	COMMIT-351	Minor Commerce Theory-VI	Indian Global Economics (T-02)
	COMMIP-352	Minor Commerce Theory – VII	E-Commerce (T-02)
VI	COMMIT-361	Minor Commerce Practical – VIII	Indian Global Economics (P-02)
	COMMIP-362	Minor Commerce Practical – IX	E-Commerce (P-02)
VII	COMMIP-363	Minor Commerce Practical –	Research Methodology with mini

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		X	Research Project in Costing- /Banking/Business Administration/ Business Entrepreneurship Development
VII	-----	-----	-----
IKS Related to Commerce Major			
I	COMIKT- 111A/111B/111C/111D	Indian knowledge system Commerce paper	Cost Management for Business/Indian Ethos in Management/Event Management/ Tourism Management
SEC for science faculty students from Commerce discipline			
I	COMSET-111	Skill Commerce Theory-I	Indian Economy-I
II	COMSET-121	Skill Commerce Theory -II	Indian Economy-II
III	-----	-----	-----
IV	COMSET-121	Skill Commerce Theory-I	Supply Chain Management
OE/GE			
I	COGET-111 & COGEP- 112	Commerce Open Elective Theory-I	Book Keeping for Small Scale Business (T-02) & Book Keeping for Small Scale Business (P- 02)
II	COGET-121, COGEP 122	Commerce Open Elective Practical –I	Accounting for Small Scale Business (T-02) & Accounting for Small Scale Business (P-02)
III	COMOE-112	Commerce Open Elective Theory-II	Fundamental Insurance Marketing (T-02) & Fundamental Insurance Marketing (P-02)
IV	COMOE-122	Commerce Open Elective Practical-II	Advance Insurance Marketing (T-02) & Advance Insurance Marketing (P-02)
		AEC	
I	ENAET-111	Ability Enhanced course	Compulsory English-I
II	ENAET-121	Ability Enhanced course	Compulsory English-II
		VEC	
I	COMVET 111	Value Education Course	Environmental Study
II	COMVET 121A, 121B	Value Education Course	Employability skill /Intellectual Property Rights
		CC	
I	CCHWT111	Co-curricular Courses	Health & Wellness
II	CCPEP121	Co-curricular Courses	Physical Education
VII and VIII Semester honours degree with research			
VII	DSC-15 (T-02) DSC-16 (T-02) DSC-17 (T-02) DSC-18 (T-02) DSC-19 (P-02)	Business Finance-I Knowledge Management-I Auditing & Taxation (Audit)-I Human Resource- Management-I/Advanced Auditing-I/Cost Audit-I Organizational Behaviour- II/Specialized Auditing-II/ Management Audit-II	MAJE: (T-02) Strategic Management- I/Management Accounting-I MAJE: (T-02) Production & Operation management-I/ Advanced Accounting- I/Advanced cost Accounting-I
VIII	DSC-15 (T-02) DSC-16 (T-02)	Capital Market & Financial analysis-II Industrial Economic Environment-II	MAJE: (T-02) Industrial Economics- II/Financial Analysis & Control-II MAJE: (T-02) Financial management-

PDEA's. Prof.Ramkrishna More ACS College (Autonomous), Akurdi, Pune-44

	DSC-17 (T-02)	Auditing & Taxation-II (Tax planning & procedure)	II/Income Tax-II/Costing Techniques Examination and Responsibility Accounting-II
	DSC-18 (T-02)	Recent Advances in Business Administration- III/ Recent Advances in Accounting, Taxation & Auditing-III/ Recent Advances in cost Audit and Cost system-III	
	DSC-19 (P-02)	Business Ethics & Professional value- IV/Specialized areas in accounting- IV/Application of cost Accounting-IV	

SEMESTER-III

NEP-2020 Second year UG

Major

COST & WORKS ACCOUNTING MANAGEMENT-I

Course Code - COMAT-231

Course Type – Theory

Course Name – COST & WORKS ACCOUNTING MANAGEMENT-I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Store Location Accounting	1.1 Store Location and Layout 1.2 Classification and Codification of Material Records 1.3 Bin Card – Single, Double 1.4 Store ledger Accounts
2	Material Accounting	2.1 Issue of Materials and Methods of issue of Material 2.2 FIFO 2.3 LIFO 2.3 Simple Average Methods, Weighted Average Method

➤ MODULE 2

UNIT	UNIT TITLE	CONTENTS
3	Direct Cost	3.1. Meaning of Direct Cost 3.2. Accounting Treatment 3.3 Introduction to Just in Time
4	CAM and ERP	4.1. Concept of Computer Aided Manufacturing 4.2. Concept of Enterprise Resource Planning

Practical Problems on:

- Methods of issue of materials
- FIFO, LIFO, Simple Average Methods, Weighted Average Method

➤ **REFERENCES:**

1. Cost Accounting Principles and Practice—Jain and Narang (Kalyani Publishers)
2. Cost Accounting Methods and Practice—B. K. Bhar
3. Cost Accounting Principles and Applications—Jayanta Mitra and T. K. Ghosh (TEE DEE Publications)
4. Theory and Practice of Cost Accounts — M. L. Agrawal
5. Cost Accounting—Nigam and Sharma.

➤ **COURSE OUTCOMES:**

CO1: Develop the working capability of students in Material Handling

CO2: Develop Awareness of Material accounting

CO3: Enlighten the students regarding Direct cost

CO4: Student will aware about ERP & CAM

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION INCLUDING PRACTICAL/ORAL EXAM

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
Major- COST & WORKS ACCOUNTING MANAGEMENT-I		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Practical Problem (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION (EXCLUDING PRACTICAL/ORAL EXAM)		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
Major- COST & WORKS ACCOUNTING MANAGEMENT-I		Time :- 2 hrs
Q 1	True of False (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Practical Problem	[10]
Q 4	Practical Problem	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BANKING & FINANCE -I

Course Code - COMAT- 231

Course Type – Theory

Course Name – **BANKING & FINANCE-I**

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Indian Banking Structure :	1.1 Structure of Banking in India 1.2 Role of Modern Banking in Economic Development 1.3 Scheduled Banks and Non-scheduled Banks
2	Central Banking	2.1 Meaning and Definition of 'Central Banking' 2.2 Evolution of Reserve Bank of India 2.3 Functions of Reserve Bank of India

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Private Banking :	3.1 Meaning and features of Private Banking 3.2 Classification of Private Banking: i) Indian Private Banks – Old, New, Local Area Bank, Small Bank, Payment Bank ii) Foreign Banks 3.3 Role of Private Banking in Economic Development
4	Public Sector Banking:	4.1 Definition and Features of Public Sector 4.2 Banks Classification of Public Sector 4.3 Challenges before Public Sector Banks in India

➤ **REFERENCES:**

1. Deb Joyeeta (2019), 'Indian Banking System', Evince Publishing.
2. Desai Vasant (2007), 'Indian Banking-Nature and Problems', Himalaya Publishing House.
3. Gopinath M.N. (2017), 'Banking Principles and Operations', Snow White Publisher.
4. Joshi, Vasant and other (2002), Managing Indian Banks – The Challenges Ahead, Response Books, New Delhi.
5. Mallik, Chaudhury and Sarkar (2018), 'Indian Banking System- Growth, Challenges and Government Initiatives', Kalpaz Publications.
6. Nararajan and Parameswaran (2007), 'Indian Banking', S. Chand Company Ltd. New Delhi.
7. ShahiUjjwala (2013), 'Banking in India: Past, Present and Future', New Century Publications
8. Trivedi, Chaudhary and other (2015), 'Indian Banking System', RBD Publication, Jaipur.
9. Trivedi I.V. and JatanaRenu (2010), 'Indian Banking System', RBSA Publisher.
10. 'Report on Trend and Progress of Banking in India' 2017-18, 2018-19, 2019-20- Reserve Bank of India

➤ **COURSE OUTCOMES:**

CO1: Develop awareness regarding new trends in Banking and Finance after New Economic Reforms.

CO2: Knowledge of Monetary Policy.

CO3: Understanding the knowledge about Structure of Indian Banking System.

CO4: Aware about challenges before Banking and Finance

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 20 Marks
Banking and Finance-I		Time: - 1 Hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 35 Marks
Banking and Finance-I		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BUSINEESS ADMINISTRATION-I

Course Code – COMAT-231

Course Type – Theory

Course Name – BUSINEESS ADMINISTRATION-I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Introduction To Corporate Finance	1.1 Corporate Finance: - Meaning, Need, Importance 1.2 Characteristics of Corporate Finance 1.3 Functions of Corporate Finance (Executive and Routine Function)
2	Financial Management	2.1 Financial Management: - Meaning, Definition, Scope, Nature, Objectives, Characteristics, Functions and Importance 2.2 Role of Finance Manager

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Indian Financial System	3.1 Indian Financial Market-Meaning & Structure (Money Market & Capital Market) 3.2 Stock Exchange-Meaning, features, Functions 3.3 Securities Exchange Board of India-Objectives, Powers & Functions

➤ **REFERENCES:**

1. Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
2. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
3. The Administrative Process-Stephen Robbins
4. Industrial Administration & Management- J.Batty
5. Basu C. (2017). Business Organisation and Management. McGraw Hill Education

➤ **COURSE OUTCOMES:**

CO1: Develop the working capability of students in Finance sector.

CO2: Student will Aware of corporate finance.

CO3: Enlighten the students regarding Indian Financial Syatem.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com Major- Business Administration-I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Major- Business Administration-I		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BUSINESS ENTREPRENURSHIP MANAGEMENT -I

Course Code - COMAT-231

Course Type – Theory

Course Name – BUSINESS ENTREPRENURSHIP MANAGEMENT -I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Entrepreneurship: A conceptual framework.	1.1 Introduction, Meaning, Definition, characteristics, scope. 1.2 Theories of Entrepreneurship: a) Economic theory b) Sociological theory c) Psychological theory.
2	New Age Entrepreneur	2.1 The Internet Entrepreneur: Definition, Advantages, How to Become a Successful Internet Entrepreneur (Example: Snap deal). 2.2 Environmental Entrepreneurs: Concept, Importance (Example: Help V/s Green, Ecotemme Green Nerdes, Sustain Earth) 2.3 Social Entrepreneurs- Meaning and Concept- goals of Social Entrepreneurs, Characteristics (Examples: DeAsra Foundation, Aaple Ghar). 2.4 Motivated Entrepreneurs- Conceptand Meaning, ways for entrepreneurs to stay motivated. 2.5 Failed Entrepreneurship-Meaning and Reasons for Failed Entrepreneurship.

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Promotional steps for starting Micro Small and Medium Enterprise. (MSME)	3.1 Meaning, Definitions 3.2 Market Survey and Research. 3.3 Project Report: Meaning, Concept and Importance. a) Preliminary Project Report. (PPR) b) Detailed Project Report. (DPR) 3.4 Procedure, formalities and Benefits of Registration. 3.5 Strengths, Weakness, opportunity and Challenges, (SWOC) Analysis.

➤ **REFERENCES:**

- 1..Business Environment, Francis Cherunilam, Himalaya Publishing House, New Delhi.
- 2..Entrepreneurship Development, Khanna S.S, S. Chand, New Delhi.
- 3..Entrepreneurship Development, Gupta, Shrinivasan, S. Chand, New Delhi
- 4..Dynamics of Entrepreneurship, Desai Vasant, Himalaya Publishing House, New Delhi
- 5..Indian Economy,, Ruddar Datt, K.P.M. Sundharam, S. Chand, New Delhi
- 6 .Udyog,Udyog Sanchalaya, Mumbai

➤ **COURSE OUTCOMES:**

CO 1: Study the qualities required for successful entrepreneurship

CO 2: Understand the concept of New Age Entrepreneur

CO 3: Discuss the Environmental promotional steps

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com Major- BUSINESS ENTREPRENURSHIP MANAGEMENT -I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Major- BUSINESS ENTREPRENURSHIP MANAGEMENT -I		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

CORPORATE ACCOUNTING-I

Course Code - COMAT-232

Course Type – Theory

Course Name – CORPORATE ACCOUNTING-I

Credit allotted - 4 Credits

Lectures allotted – 60 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Accounting Standards	1.1 AS 5 AS 10 AS 14 AS 21 Its Applicability (with simple numerical problems)
2	Profit Prior to Incorporation	2.1 Introduction to the process on incorporation of a company. 2.2 Difference between incorporation and commencement of a company. 2.3 Accounting of incomes and expenses during Pre- and Post-Incorporation period. 2.4 Basis of allocation and apportionment of income and expenses for the Pre and Post- Incorporation period.

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Company Final Account	3.1 Preparation of Company Final Accounts- Forms and contents as per Provisions Schedule VI of the Companies Act 2013 (with the amendments for the relevant academic year) Related adjustments and their treatment.
4	Valuation of Share	4.1 Concept of Valuation 4.2 Need for Valuation 4.3 Special Factors affecting Valuation of Shares 4.4 Methods of Valuation – Net Assets Method, Yield Basis Method, Fair Value Method

➤ **REFERENCES:**

- List of Books Recommended :-
1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
 2. Advanced Accountancy: By S.P. Jain & K.N. Narang (Kalyani Publishers)
 3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons)
 4. Company Accounts: By S.P. Jain & K.L. Narang
 5. Advanced Accounts: By Paul Sr.
 6. Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
 7. Corporate Accounting: By Mukharji & Hanif
 8. Accounting Standards –as issued by Institute of Chartered Accountants of India.

➤ **COURSE OUTCOMES:**

- CO1: To Learn basic knowledge about Corporate Accounting.
- CO2: To understand the Accounting Standards
- CO3: To understand Preparation of Company Final Accounts- Forms and contents as per Provisions Schedule III of the Companies Act 2013
- CO4: To gain knowledge about Valuation of Shares
- CO5: To get knowledge about Concept of Valuation, Need for Valuation, Special Factors affecting

EVALUATION PATTERN:

INTERNAL EVALUATION

30 Marks

EXTERNAL EVALUATION

70 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		30 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 20 Marks
Corporate accounting- I		Time: - 1 hr
Q 1	Fill in the blanks (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	2 Practical Problems of Accounting Standard or Profit Prior to Incorporation.	[10]
TOTAL		20
Internal Evaluation -		20 Marks
(Assignment/Open book test/Group Discussion)		10 Marks
		Total Internal Evaluation (20+10)
		30 Marks

EXTERNAL EVALUATION		70 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 70 Marks
Corporate accounting- I		Time :- 3 hrs
Instructions:		
1. Question no.1 is compulsory.		
2. Solve any 2 out of Q. No.2, 3 and 4.		
Q 1	A. Fill in the Blanks (any 5 out of 7)	[05]
	B. True or False (any 5 out of 7)	[05]
	C. Match the Pairs	[05]
	A. Write a short notes (any 3 out of 5)	[15]
Q 2	Practical Problem on Company Final Accounts	[20]
Q 3	Practical Problem on Profit Prior to Incorporation	[20]
Q 4	A. Practical Problem on Valuation of Shares	[14]
	B. Practical Problem on Accounting Standards	[06]
TOTAL		[70]

NEP-2020 Second year UG

Major

BUSINESS COMMUNICATION-I

Course Code - COMAP-233

Course Type – Practical

Course Name – BUSINESS COMMUNICATION-I

Credit allotted - 2 Credits

Lectures allotted – 60 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Introduction to Business Communication	1.1 Introduction, Meaning, Definition. 1.2 Characteristics, Importance of communication. 1.3 Principles of communication, Process of communication 1.4 Barriers to communication & Remedies. 1.5 Methods and Channels of Communication.
2	Soft skills	2.1 Meaning, Need, Importance. 2.2 Elements of soft skills. a) Manners & Etiquettes, Grooming. b) Effective Listening & Speaking c) Interview Skills. d) Presentation e) Group Discussion. f) Problem-solving skills G)Time management abilities

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Business Letters	2.1 Meaning and Importance 2.2 Qualities or Essentials, Physical Appearance 2.3 Layout of Business Letter
4	Resume writing & Job Application letters	4.1 Introduction, essential elements of Bio data, Resume writing, Curriculum Vitae. 4.2 Meaning & Drafting of Job Application letter.

➤ **REFERENCES:**

1. Business Communication, K. K.Sinha, Galgotia Publishing Company, New Delhi.
2. Business Communication, Asha Kaul, Prentice Hall of India, New Delhi.
3. Business Communication, Vasishth Neeru& Rajput Namita, Kitab Mahal, Allahabad
4. Business Organization & Management – C.B. Gupta.
5. Entrepreneurial Development – S.S. Khanna. 8. Organizing and Financing of Small scale Industry – Dr. V. Desai

➤ **COURSE OUTCOMES:**

CO1: To understand the concept, process and importance of communication

CO2: Understanding the knowledge about soft skills.

CO3: Aware about writing of business letter.

CO4: Aware about writing of Bio-data, CV, job application letter.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
Major- BUSINESS COMMUNICATION-I		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
TOTAL		20
20 marks converted in to - (Assignment, Open book test, Group Discussion)		10 Marks 05 Marks Total Internal Evaluation 15 Marks

PRACTICAL/ORAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 35 Marks
Business Communication-I		
Oral Exam(Internal Examiner 10 & External Examiner-10)		[20]
Practical Book (Internal Examiner)		[15]
TOTAL		[35]

NEP-2020 Second year UG

Minor

MICRO ECONOMICS-I

Course Code - COMIT-231

Course Type – Theory

Course Name – MICRO ECONOMICS-I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	INTRODUCTION	1.1 Meaning, Nature, Scope, and limitations of Micro economics 1.2 Basic Concepts: Household, Consumer, Firm, Plant and Industry 1.3 Tools of economic analysis- Functional Relationship, Schedules, Graphs and Equations.
2	THEORY OF CONSUMER BEHAVIOR	2.1 Concept of demand: Income demand, cross demand, short run and long run demand curves 2.3 Indifference Curve Analysis- Meaning and Definition, Characteristics 2.4 Consumer's Equilibrium, Income effect, substitution effect price effect

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	THEORY OF DEMAND	3.1 Concept and statement of Consumer's surplus, Revealed preference, theory of demand 3.2 Demand forecasting and estimation, Meaning of demand forecasting 3.3 Objectives of demand forecasting, Methods of forecasting 3.4 Descriptive analysis: 1. Direct methods a) Consumer survey b) Expert opinion c) Simulating market situations d) Controlled market experiments 2. Indirect Methods a) Simple correlation b) Trend projections 3.3 Introduction to E-Commerce: - Definition of E-Commerce, Advantages and Disadvantages of E-Commerce , Functions of E-Commerce

➤ **REFERENCES:**

1. Theory and Applications" by K.R. Gupta and Manoj Sharma
2. Microeconomics for Managers" By M. Adhikary.
3. Microeconomic Theory: A Mathematical Approach" by R.K. Sinha.
4. Microeconomics for Managers" By M. Adhikary.
5. Microeconomics: An Indian Perspective" by Arup Mitra and Himanshu Sekhar Rout.

➤ **COURSE OUTCOME:**

At the end of course, student will able –

CO1: Students will gain a comprehensive understanding of fundamental economic concepts like scarcity, opportunity cost, supply and demand, elasticity, and market equilibrium.

CO2: Students will learn to analyze consumer behavior using utility maximization and demand theory to predict and explain consumer choices in diverse market settings.

CO3: Students will understand welfare economics concepts like surplus, deadweight loss, and market efficiency, and analyze market interventions like price controls, taxes, and subsidies for welfare implications.

CO4: Students will utilize microeconomic principles to analyze real-world issues like environmental economics, healthcare, labor markets, international trade, and antitrust policy.

EVALUATION PATTERN

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B.Com Minor- MICRO ECONOMICS-I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Minor- MICRO ECONOMICS-I		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Minor

CORPOTARE LAW-I

Course Code -COMIT-232

Course Type – Theory

Course Name – CORPOTARE LAW-I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	The Companies Act, 2013: Introduction and Concept	Company Act 2013 and company concept: 1.1 Background and Features of company the Companies Act, 2013 1.2 Company: Meaning, Nature and Characteristics of Company. 1.3 Types of Companies: On the basis of mode of formation, Number of members, liability and Control, Public and Private Companies: Distinction, Other kinds of Companies: One Person Company, Charitable Companies, Dormant Company, Sick Company, Small Company, Listed Company, Foreign Company and its business in India etc.
2	Incorporation of a Company	Formation and Incorporation of a Company: Stages in the Formation and Incorporation. 2.1 Promotion: Meaning of the term 'Promoter' / Promoter Group - Legal Position of Promoters, Pre-incorporation contracts. 2.2 Registration/ Incorporation of a company : - Procedure, Documents to be filed with ROC. Certificate of Incorporation Effects of Certificate of Registration. 2.3 Capital Subscription/Raising of Capital 2.4 Commencement of business

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Principal Documents of Company	Principal Documents of Company: 3.1 Memorandum of Association: Meaning and importance, Clauses of Memorandum. 3.2 Articles of Association: Meaning Contents and form of Articles 3.3 Prospectus: Meaning, contents, Statutory requirements in relation to prospectus, Statement in lieu of prospectus- Misstatement in a prospectus and Liabilities for Mis-statement.

➤ **REFERENCES:**

1. Cost Accounting Principles and Practice—Jain and Narang (Kalyani Publishers)
2. Cost Accounting Methods and Practice—B. K. Bhar
3. Cost Accounting Principles and Applications—Jayanta Mitra and T. K. Ghosh (TEE DEE Publications)
4. Theory and Practice of Cost Accounts — M. L. Agrawal
5. Cost Accounting—Nigam and Sharma.

➤ **COURSE OUTCOMES:**

- CO1 The students will have knowledge of company law, nature and Characteristic of Company
- CO2 The students will have knowledge about establishment of Company.
- CO3 The students have detail idea about principle documents of Company

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B.Com Minor- CORPORATE LAW-I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Minor-CORPORATE LAW-I		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

VSC

BUSINESS SKILLS MANAGEMENT

Course Code - COVST-231

Course Type – Theory

Course Name – BUSINESS SKILLS MANAGEMENT

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Overview of Management	1.1. Meaning, Definition and Concept of Business Management 1.2. Level of Management 1.3. Management Functions 1.4. Management as an Art, Science and Profession 1.5. Contribution of F.W. Taylor, Henry Fayol. In Management
2	Introduction of Cost Management and Bank Management	2.1. Concept of cost, costing and cost accounting and cost Management 2.2. Concept of Banking, features, functions, scope and importance

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Understanding different types of Management	3.1. Introduction of Business Entrepreneur- Definition, features and functions of Business Entrepreneur 3.2. Introduction to Business Administration- Meaning and definition of the terms administration and organization, functions of administration.

➤ **REFERENCES:**

1. Essentials of Management - Horold Koontz and Itenz Weibrich - McGrawhills International
2. Management Theory & Practice - J.N.Chandan
3. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi
4. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
5. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi

➤ **COURSE OUTCOMES:**

CO1: Define basic concept Business related Management

CO2: Students will learn various function and their applicability of management.

CO3: Students will have strong foundation in understanding management at work.

CO4: Students will analysis the various skills of motivation and teamwork.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
VSC- BUSINESS SKILLS MANAGEMENT		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
VSC- BUSINESS SKILLS MANAGEMENT		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Field Project

As per NEP & UGC Guideline

FIELD PROJECT/ SURVEY IN COSTING

Course Code - COFPP-231

Course Type – Practical

Course Name – Field Project/ Survey in Costing

Credit allotted - 2 Credits

Lectures allotted – 60 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
FP:- Field Project/ Survey in Costing		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
FP:- Field Project/ Survey in Costing		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG
Field Project
As per NEP & UGC Guideline

FIELD PROJECT SURVEY IN BANKING

Course Code - COFPP-231

Course Type – Practical

Course Name – Field Project/ Survey in Banking

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ **Guidelines:**

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
FP:- Field Project/ Survey in Banking		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
FP:- Field Project/ Survey in Banking		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

Field Project

As per NEP & UGC Guideline

FIELD PROJECT SURVEY IN BUSINESS ADMINISTRATION

Course Code – COFPP-231

Course Type – Practical

Course Name – Field Project/ Survey in Business Administration

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
FP:- Field Project/ Survey in Business Administration		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
FP:- Field Project/ Survey in Business Administration		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

Field Project

As per NEP & UGC Guideline

FIELD PROJECT SURVEY IN BUSINESS ENTREPRENEURSHIP

Course Code - COFPP-231

Course Type – Practical

Course Name – Field Project/ Survey in Business Entrepreneurship

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ **Guidelines:**

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
FP:- Field Project/ Survey in Business Entrepreneurship		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
FP:- Field Project/ Survey in Business Entrepreneurship		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

GE/OE

FUNDAMENTAL INSURANCE MARKETING

Course Code – COMGET231

Course Type – Theory

Course Name – FUNDAMENTAL INSURANCE MARKETING

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Introduction to Insurance	1.1 Insurance- Meaning and definition 1.2 Nature and Characteristics of Insurance 1.3 History of Insurance 1.4 Functions of insurance 1.5 Importance of insurance
2	Contract of Insurance	2.1 Introduction 2.2 Basic Principles of Contract of Insurance 2.2.1 Principle of insurable interest 2.2.2 Principle of indemnity 2.2.3 Principle of subrogation 2.2.4 Principle of contribution 2.2.5 Principle of utmost good faith 2.3 Disclosure of all relevant information 2.4 The insurance contract.

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Kinds of Insurance	3.1 Life Insurance 3.2 Health Insurance 3.3 General Insurance 3.4 Agricultural Insurance 3.5 Banc assurance 3.6 Re- insurance

➤ **REFERENCES:**

1. Insurance Institute of India – IC 30 – Practice of Life Assurance
2. Insurance Institute of India – IC 33 – Life Assurance
3. Module II, Principles and Practice of Life Insurance, The Institute of Chartered Accountants of India: New Delhi Kanika Mishra,
4. Fundamentals of Life Insurance: Theories and Applications, Prentice Hall of India: New Delhi.
5. Kutty, S.K., Managing Life Insurance, Prentice Hall of India: New Delhi
6. Black, Jr. Kenneth and Harold Skipper Jr., Life and Health Insurance, Prentice Hall, Inc., England.
7. H. Sadhak, Life Insurance in India, Respose Books: New Delhi

➤ **COURSE OUTCOMES:**

CO 1: Study the Insurance & Marketing

CO 2: Understand the concept Contract of Insurance

CO 3: Understand the concept Kinds of Insurance

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
GE/OE: FUNDAMENTAL INSURANCE MARKETING		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
GE/OE: FUNDAMENTAL INSURANCE MARKETING		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

AEC

VYAVHARIK MARATHI BHAG-I

Course Code – MAAET-231

Course Type – Theory

Course Name – व्यावहारिक मराठी भाग -१

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

UNIT	TITLE	CONTENTS
1	अर्ज लेखन	अर्ज लेखन विविध नमुने विनंती अर्ज संगणकीय अर्ज माहिती अधिकारातील अर्ज इ.
2	लेखन कौशल्ये	भाषांतर सारग्रहण परिच्छेद लेखन

संदर्भ:

व्यावहारिक मराठी -ल.रा नसिराबादकर..

व्यावहारिक व उपयोजित मराठी- डॉ. वेदश्री थिंगळे, डॉ. प्रभाकर जोशी

➤ **COURSE OUTCOMES:**

CO1: नौकरीसाठी अर्ज करता येईल

CO2: भाषांतर करता येईल

CO3: सांग्रहण करता येईल

CO4: व्यावहारिक मराठी बारकावे समजतील

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
व्यावहारिक मराठी भाग -१		Time: - 1 hr
Q 1	Answer in one Sentence.(any 5 out of 7)	[5]
Q 2	Write short note (any 1 out of 2)	[5]
Q 3	Answer the following question. (any 1 out of 2)	[10]
TOTAL		20
20 marks converted in to - (Assignment, Open book test, Group Discussion)		10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
व्यावहारिक मराठी भाग -१		Time: - 2 hrs
Q 1	खालील प्रश्नांची उत्तरे लिहा .	[5]
Q 2	दिलेल्या प्रश्नांचे उत्तर लिहणे .	[10]
Q 3	दिलेल्या प्रश्नांचे उत्तर लिहणे .	[10]
Q 4	दिलेल्या उताऱ्याचे भाषांतर /सारग्रहण करणे .	[10]
TOTAL		[35]

NEP-2020 Second year UG

AEC

VAIKALPIK HINDI-I

Course Code - HIAET231

Course Type – Theory

Course Name – VAIKALPIK VAIKALPIK HINDI -I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	गद्य पाठ	1. योग्यता और व्यवसाय का चुनाव- [निबंध] माधवराव सप्रे 2. व्यापारे वसति लक्ष्मी-[निबंध] बाबू गुलाबराय 3. औद्योगिक क्षेत्र के भीष्माचार्य -[जीवनी]शंतनुराव किलोस्कर – मुरलीधर जगताप 4. सुभान खां [रेखाचित्र] - रामवृक्ष बेनीपुरी 5. भगत की गत श्रीलाल [व्यंग्य] शुक्ल
2	पद्य पाठ	1. दो हाथियों की लड़ाई –उदय प्रकाश 2. चुनौती– उषा यादव 3. इस रुट की सभी लाइनें व्यस्त हैं –सुशांत सुप्रिय 4. लोकडाउन की यादे –प्रवीन कोटला 5. वृक्ष– चित्रा डोंगे

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	पाठ्यपुस्तकेत्तर	1.पारिभाषिक शब्दावली वाणिज्य एवं बैंकिंग संबंधित [50] 2.विज्ञापन लेखन

पारिभाषिक शब्दावली

1. डाक-तार से संबंधित

1	Acknowledgement (A.D.)	प्राप्ति, पावती स्वीकृति
2	Addressee	पानेवाला, प्रेषिती
3	Communication	संचार, संदेश
4	Director (Post Offices)	निदेशक ;डाक द्द
5	Inspector	निरीक्षक
6	Post office	डाकघर
7	Postage Stamp	डाक टिकट
8	Postal Address	डाक पता
9	Recurring Deposit	आवर्ती जमा
10	Registered Letter	पंजीकृत पत्र

2. बैंक से संबंधित शब्दावली-

11	Advance	अग्रिम, पेशगी
12	Agreement	करार, अनुबंध
13	Audit	लेखा परीक्षा
14	Budget	आय-व्ययक, बजट
15	Currency	मुद्रा
16	Deduction	कटौती, घटाना
17	Deposit	जमाराशि, जमा
18	Expenditure	व्यय, खर्च
19	Finance	वित्त
20	Increment	वेतनवृद्धि

3. प्रशासनिक शब्दावली

21	Ability	योग्यता
22	Bonafide	वास्तविक
23	Charge	भार
24	Demotion	पदावनति
25	File	फाइल, मिसिल
26	Gradation	पदक्रम
27	Implementation	कार्यान्वयन
28	Manuscript	पॉडुलिपि
29	Minutes	कार्यवृत्त
30	Vacancy	रिक्तस्थान

4. भारतीय संविधान से संबंधित

31	Ambassador	राजदूत
32	Bureau	ब्यूरो, कार्यालय, केंद्र

33	Cabinet	मंत्रिमंडल
34	Bureaucracy	नौकरशाही
35	Constituency	निर्वाचन क्षेत्र
36	Constitution	संविधान
37	Elected	निर्वाचित
38	Embassy	राजदूतावास
39	Gazette	राजपत्र
40	Member of Parliament	सांसद, संसद सदस्य

5. रेल से संबंधित

31	Ambassador	वातानुकूलन कुर्सी यान
32	Bureau	यात्राभंग, विराम
33	Cabinet	छोटा कमरा, पेटिका
34	Bureaucracy	यात्रा विस्तारण
35	Constituency	माल गाँदान
36	Constitution	अगली बडी बत्ती
37	Elected	डाक गाडी
38	Embassy	सामान्य ताला
39	Gazette	वापसी यात्रा टिकट
40	Member of Parliament	क्षेत्रीय पास
41	A.C. Chair Car	वातानुकूलन कुर्सी यान
42	Break Journey	यात्राभंग, विराम
43	Compartment	डिब्बा
44	Expansion of Journey	यात्रा विस्तारण
45	Goods Shed	माल गोदान
46	Head Light	अगली बडी बत्ती
47	Mail Train	डाक गाडी
48	Pad Lock	सामान्य ताला
49	Return Ticket	वापसी यात्रा टिकट
50	Zonal Pass	क्षेत्रीय पास

विज्ञापन लेखन के विषय

1	बाल धोने का शैम्पू
2	लक्स साबुन
3	नयी मोटार गाडी
4	जन्म दिवस
5	नया कम्प्यूटर
6	नया मोबाइल
7	नया कैलेंडर
8	नया भवन
9	पारिवारिक वस्तु
10	नया प्रिंटर

➤ **REFERENCES:**

➤ संदर्भ ग्रंथ :

1. गद्य परिमल –डॉ.सुभाष तलेकर
2. कव्यायान [काव्य संग्रह] - डॉ.सुभाष तलेकर
3. व्यावहारिक हिंदी;हिंदी आलेखन एवं टिप्पण –डॉ.ओमप्रकाश
4. हिंदी के प्रयोजन मूलक भाषा रूप –डॉ.माधव सोनटक्के

➤ **COURSE OUTCOMES:**

CO1: छात्रों को हिंदी के गद्य एवं पद्य के प्रतिनिधि रचनाकारों का परिचय हो जायेगा। .

CO2: हिंदी साहित्य के प्रति छात्रों की रुचि में वृद्धि हो जायेगी।

CO3: छात्रों में राष्ट्र के प्रति प्रेम एवं सामाजिक प्रतिबद्धता की भावना विकसित होंगी

CO4: सफल व्यापारी एवं उद्योजकता की गुणवत्ता से अवगत हो जाएगा।

CO5: विज्ञापन लेखन आदि के माध्यम से छात्रों की भाषा में रचनात्मक पहलू से परिचित होंगे

CO6: छात्रों में पर्यावरण के प्रति सजगता एवं आस्था निर्माण की भावना पनपेगी।

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION INCLUDING PRACTICAL/ORAL EXAM

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com VAIKLPIK VAIKALPIK HINDI -I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION (EXCLUDING PRACTICAL/ORAL EXAM)		35 Marks
PAPER PATTERN		
S.Y.B. Com VAIKLPIK VAIKALPIK HINDI -I		Marks: - 35 Marks Time :- 2 hrs
Q 1	इकाई एक पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 2	इकाई दो पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 3	इकाई तीन पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 4	एक प्रश्न टिप्पणी पर होगा । [इकाई एक से तीन] [3 में से 1]	[5]
	TOTAL	[35]

NEP-2020 Second year UG

As per NEP & UGC Guideline

CC- Co-Curricular Course

Human Rights-I

Course Code - CCHRT231

Course Type – Theory

Course Name – Human Rights -I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Basic Concept	1.1 Human Values- Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics and Morals 1.2 Meaning and significance of Human Rights Education
2	Perspectives of Rights and Duties	2.1 Rights: Inherent-Inalienable-Universal- Individual and Groups 2.2 Nature and concept of Duties 2.3 Interrelationship of Rights and Duties

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Introduction to Terminology of Various Legal Instruments	3.1 Meaning of Legal Instrument- Binding Nature 3.2 Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol-Executive Orders and Statutes
4	United Nations and Human Rights	4.1 Brief History of Human Rights- International and National Perspectives 4.2 Provision of the charters of United Nations 4.3 Universal Declaration of Human Rights- Significance-Preamble

अ.न.	CCHRT-231: मानवी हक्क : परिचय (क्रेडिट: 2, 30 L)	
I	मूलभूत संकल्पना अ) मानवी मूल्ये- प्रतिष्ठा, स्वातंत्र्य, समानता, न्याय, विविधतेतील एकता, नैतिकता आणि नैतिकता ब) मानवी हक्क शिक्षणाचा अर्थ आणि महत्त्व	०८
II	अधिकार आणि कर्तव्यांचा दृष्टीकोन अ) हक्क: अंतर्निहित-अविभाज्य-सार्वत्रिक-वैयक्तिक आणि गट ब) कर्तव्याचे स्वरूप आणि संकल्पना क) हक्क आणि कर्तव्यांचा परस्परसंबंध	०७
III	विविध कायदेशीर साधनांच्या शब्दावलीचा परिचय अ) कायदेशीर साधनाचा अर्थ- बंधनकारक निसर्ग ब) साधनांचे प्रकार: करार-सनद-घोषणा-करार-कन्व्हेंशन-प्रोटोकॉल- कार्यकारी आदेश आणि कायदे	०८
IV	संयुक्त राष्ट्र आणि मानवाधिकार अ) मानवी हक्कांचा संक्षिप्त इतिहास- आंतरराष्ट्रीय आणि राष्ट्रीय दृष्टीकोन ब) संयुक्त राष्ट्रांच्या चार्टरची तरतूद क) मानवी हक्कांची सार्वत्रिक घोषणा- महत्त्व- प्रस्तावना	०७

➤ **REFERENCES:**

1. Donnelly, Jack. *Universal Human Rights in Theory and Practice*. Cornell University Press, 2013.
2. Nickel, James W. *Making Sense of Human Rights*. Wiley-Blackwell, 2007.
3. Clapham, Andrew. *Human Rights: A Very Short Introduction*. Oxford University Press, 2007.
4. Freeman, Michael. *Human Rights: An Interdisciplinary Approach*. Polity Press, 2017.
5. Ishay, Micheline R. *The History of Human Rights: From Ancient Times to the Globalization Era*. University of California Press, 2008.
6. Mertus, Julie A. *The United Nations and Human Rights: A Guide for a New Era*. Routledge, 2005.
7. Hunt, Lynn. *Inventing Human Rights: A History*. W.W. Norton & Company, 2008.
8. Goodhart, Michael, editor. *Human Rights: Politics and Practice*. Oxford University Press, 2013.
9. Moyn, Samuel. *The Last Utopia: Human Rights in History*. Harvard University Press, 2012.
10. Steiner, Henry J., Philip Alston, and Ryan Goodman. *International Human Rights in Context: Law, Politics, Morals*. Oxford University Press, 2007.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com CC - Human Rights -I		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com CC- Human Rights -I		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

SEMESTER-IV

NEP-2020 Second year UG

Major

COST & WORKS ACCOUNTING MANAGEMENT-II

Course Code - COMAT-241

Course Type – Theory

Course Name – COST & WORKS ACCOUNTING MANAGEMENT-II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Labour cost and Payroll	1.1. Meaning and Definition of wages 1.2. Difference Between Wages and salary 1.3 Records and methods – Time Keeping and Book keeping 1.3. Payroll Meaning and Components
2	Methods of Wage Payments	2.1. Methods of Wage Payments 2.2. Time Rate & Piece rate system 2.3 Taylors differential Piece rate system, Incentive Plan 2.4 Halsey Plan, Rowan Plan 2.5 Group Bonus Scheme 2.6 Performance based incentive Plan

➤ MODULE 2

UNIT	UNIT TITLE	CONTENTS
3	Labour Turnover	3.1 Labour Turnover Ratio 3.2 Problems on Labour Turnover
4	Other Aspects of Labour	4.1 Merit Rating 4.2 Job Analysis 4.3 Job Evaluation

Practical Problems on:

- Methods of Remuneration
- Labour Turnover Ratio

➤ **REFERENCES:**

1. Cost Accounting Principles and Practice—Jain and Narang (Kalyani Publishers)
2. Cost Accounting Methods and Practice—B. K. Bhar
3. Cost Accounting Principles and Applications—Jayanta Mitra and T. K. Ghosh (TEE DEE Publications)
4. Theory and Practice of Cost Accounts — M. L. Agrawal
5. Cost Accounting—Nigam and Sharma.

➤ **COURSE OUTCOMES:**

CO1: To Learn & understand basic knowledge about Payroll and Labour cost

CO2: To understand Wages payment gateway.

CO3: To understand Classification of Labour turnover system

CO4: To gain knowledge about Job analysis, Job Evaluation, Merit Rating

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION INCLUDING PRACTICAL/ORAL EXAM

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
Major- COST & WORKS ACCOUNTING MANAGEMENT-II		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Practical Problem (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION (EXCLUDING PRACTICAL/ORAL EXAM)		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
Major- COST & WORKS ACCOUNTING MANAGEMENT-II		Time :- 2 hrs
Q 1	True of False (any 5 out of 7)	[5]
Q 2	Write a short notes (any 1 out of 2)	[5]
Q 3	Practical Problem	[10]
Q 4	Practical Problem	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BANKING & FINANCE -II

Course Code - COMAT- 241

Course Type – Theory

Course Name – BANKING & FINANCE -II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Co-operative Banking in India:	1.1 Meaning, significance and principles of Cooperation 1.2 Evolution of Cooperative Baking in India 1.3 Role of Co-operative Banking in Economic Development
2	Development Banking in India:	2.1 Meaning and Features of Development Banking 2.2 Role & Challenges of Development Banks in Economic Development 2.3 NABARD, NHB, IDBI, SIDBI, EXIM, Bandhan Bank

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Conceptual Understanding of Banking	3.1 Central Banking 3.2 Commercial Banking 3.3 Branch Banking 3.4 Unit Banking 3.5 Wholesale Banking 3.6 Retail banking 3.7 Social Banking 3.8 Islamic Banking 3.9 Merchant Banking 3.10 Digital Banking
4	Banking Sector Reforms :	4.1 Historical approach, Meaning and Goals of Banking Sector Reforms in India 4.2 Banking Reform Measures I. Cash Reserve Ratio II. Statutory Liquidity Ratio III. Prudential Norms (NPA) IV. Capital Adequacy Norms V. Credit Deposit Ratio (C.D. Ratio) 4.3 Committee Related to Banking Sector- i. P.J. Nayak Committee, ii. Nachiket Mor Committee, iii. Urjit Patel Committee, iv. Bimal Jalan Committee, v. Raghuram Rajan Committee, vi. Usha Thorat Panel.

➤ **REFERENCES:**

1. Debaprosanna Nandy (2010), 'Banking Sector Reforms in India and Performance Evaluation of Commercial Banks, Universal Publishers
2. Deb Joyeeta (2019), 'Indian Banking System', Evinco Publishing.
3. Desai Vasant (2007), 'Indian Banking-Nature and Problems', Himalaya Publishing House.
4. Gopinath M.N. (2017), 'Banking Principles and Operations', Snow White Publisher.
5. Joshi, Vasant and other (2002), Managing Indian Banks – The Challenges Ahead, Response Books, New Delhi.
6. Mallik, Chaudhury and Sarkar (2018), 'Indian Banking System- Growth, Challenges and
7. Nararajan and Parameswaran (2007), 'Indian Banking', S. Chand Company Ltd. New Delhi.
8. ShahiUjjwala (2013), 'Banking in India: Past, Present and Future', New Century Publications
9. Singh Sultan (2008), 'Banking Sector Reforms in India', Kanishka Publishing House
10. Thirunarayanan R., 'Co-operative Banking in India', Mittal Publication
11. Trivedi, Chaudhary and other (2015), 'Indian Banking System', RBD Publication, Jaipur.
12. Trivedi I.V. and JatanaRenu (2010), 'Indian Banking System', RBSA Publisher.
13. 'Report on Trend and Progress of Banking in India' 2017-18, 2018-19, 2019-20- Reserve Bank of India

➤ **COURSE OUTCOMES:**

- CO1: Develop awareness regarding new trends in Banking and Finance.
- CO2: Understand the concepts in Banking and Finance.
- CO3: Apply knowledge regarding the applied Banking and Finance in Economy.
- CO4: Aware about Saving and Investment.

EVALUATION PATTERN:

INTERNAL EVALUATION	15 Marks
EXTERNAL EVALUATION	35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
Major- BANKING AND FINANCE-II		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
Major- BANKING AND FINANCE-II		Time: - 1 hr
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BUSINEESS ADMINISTRATION-II

Course Code - COMAT- 241

Course Type – Theory

Course Name – BUSINEESS ADMINISTRATION-II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Financial Planning	1.1 Financial Planning-Meaning, Nature & Characteristics, Scope, Importance Advantages & Limitations 1.2 Steps in Financial Planning 1.3 Factors Influencing Financial Plan Formulation 1.4 Methods of Estimating Financial Requirement
2	Capitalisation & Capital Structure	2.1 Capitalisation –Concept, Factors governing capitalisation, Over & Under capitalisation-Causes & Effects, Fair Capitalisation 2.2 Capital Structure-Meaning, Concept & Principal of Capital Structure, Factor Influencing the pattern of capital structure

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Sources of Corporate Finance	3.1 Types of Capital- Short term,Midium And long Term 3.2 Sources of Capital- Bank Overdraft,Trade Credit Accural Accounts,Financial Lease,Bnak Loan,Merchant Loan,Debentures,Equity Shares,Preference Shares,Stock Dilution and Flotation 3.3 Concept cost of capital and concept of Risk & Return

➤ **REFERENCES:**

1. Modern Business Organisation & Management-N.Mishra, Allied Publishers-Mumbai
- 2.Essentials of Business Administration- K. Ashwathappa-Himalaya Publication
3. Business Administration-S.C.Saxena-Sahitya Bhavan, Agra
4. Industrial Administration & Management- J.Batty

➤ **COURSE OUTCOMES:**

CO1: Develop the working capability of students in Financial Planning.

CO2: Aware of Capitalisation & Capital Structure

CO3: Enlighten the students regarding the corporate finance

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com Major- BUSINEESS ADMINISTRATION-II		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Major- BUSINEESS ADMINISTRATION-II		Marks: - 35 Marks Time: - 1 hr
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

BUSINESS ENTREPRENURSHIP MANAGEMENT -II

Course Code - COMAT-241

Course Type – Theory

Course Name – BUSINESS ENTREPRENURSHIP MANAGEMENT -II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Various Entrepreneurial Opportunities	1.1 Role of Service Sector in National Economy, Success 1.2 Factors in Service Ventures -Opportunities to Service Industry in Rural and Urban Areas 1.3 Distinction Between Service Industry and Manufacturing Industries.
2	Government Schemes, opportunities and Tax Provisions & benefits for the new Entrepreneurs.	2.1 Starts ups: Meaning, concept, Case study, Benefits 2.2 Seed Funding 2.3 Unicorn 2.4 Government Schemes (As per the current scenario) 2.5 Various Taxes Paid by an entrepreneur 2.6 Government Policies

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Study of Entrepreneurs or Enterprises	3.1 Mr. Ritesh Agarwal (OYO Hotels) 3.2 Mr. Sanjeev Bhikchandani (Naukri.com) 3.3 Rakesh Zunzunwala (Share Market) ¹

➤ **REFERENCES:**

- 1..Business Environment, Francis Cherunilam, Himalaya Publishing House, New Delhi.
- 2..Entrepreneurship Development, Khanna S.S, S. Chand, New Delhi.
- 3..Entrepreneurship Development, Gupta, Shrinivasan, S. Chand, New Delhi
- 4..Dynamics of Entrepreneurship, Desai Vasant, Himalaya Publishing House, New Delhi
- 5..Indian Economy,, Ruddar Datt, K.P.M. Sundharam, S. Chand, New Delhi
- 6 .Udyog,Udyog Sanchalaya, Mumbai
- 7.Vyawasaya Udyojagata, Dr. S. L. Shiragave, Success

➤ **COURSE OUTCOMES:**

CO1: Understand the Concept of Various Entrepreneurial Opportunities

CO2: student understand the Government Schemes , opportunities and Tax Provisions & benefits for the new Entrepreneurs.

CO3: Student Understand the Concept Entrepreneurs or Enterprises

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
Major-BUSINESS ENTREPRENURSHIP MANAGEMENT - II		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
Major-BUSINESS ENTREPRENURSHIP MANAGEMENT – II		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Major

CORPORATE ACCOUNTING-II

Course Code - COMAT-242

Course Type – Theory

Course Name – CORPORATE ACCOUNTING-II

Credit allotted - 4 Credits

Lectures allotted – 60 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Holding Company Accounts	1.1 Calculation of Capital Profit, Revenue profit, Cost of Control. 1.2 Preparation of consolidated Balance sheet of Holding Company with one subsidiary only. Adjustment of intercompany transactions, unrealized profit of stock.
2	Absorption of Companies	2.1 Introduction , Meaning - Vendor and Purchasing Companies- 2.2 Purchase Consideration, Accounting entries in the books of vendor Company and Journal entries and Preparation of Balance Sheet after Absorption in the books of Purchasing Company

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Accounting for Liquidation of Companies	3.1 Meaning of Liquidation- Modes of winding up – (a) Preparation of Liquidator final statement of Account (b) Preparation of Statement of Affairs and Deficiency Account.
4	Software used in Accounting	4.1 System Analysis Programme (SAP), Overview & Understanding of SAP Software 4.2 Application of SAP under Corporate Sector. (Only Theory)

➤ **REFERENCES:**

1. Advanced Accounts: By M.C. Shukla & S.P. Grewal (S.Chand & Co. Ltd.)
2. Advanced Accountancy: By S.P. Jain & K.N. Narang (Kalyani Publishers)
3. Advanced Accountancy: By R.L.Gupta & M. Radhaswamy (Sultan Chand & Sons)
4. Company Accounts: By S.P. Jain & K.L. Narang
5. Advanced Accounts: By Paul Sr.
6. Corporate Accounting: By Dr. S. N. Maheshwari & S.K. Maheshwari
7. Corporate Accounting: By Mukharji & Hanif

➤ **COURSE OUTCOMES:**

CO1: To Learn & understand basic knowledge about Corporate Accounting.

CO2: To understand the Holding Company Accounts

CO3: To understand Preparation of Purchase Consideration, Accounting entries in the books of vendor Company and Journal entries

CO4: To gain knowledge about Software used in Accounting.

EVALUATION PATTERN:

INTERNAL EVALUATION

30 Marks

EXTERNAL EVALUATION

70 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		30 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 20 Marks
Corporate accounting-II		Time: - 1 hr
Q 1	Fill in the blanks (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Holding Company Accounts or Absorption of companies	[10]
TOTAL		20
Internal Evaluation -		20 Marks
(Assignment/Open book test/Group Discussion)		10 Marks
		Total Internal Evaluation (20+10) 30 Marks

EXTERNAL EVALUATION		70 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 70 Marks
Corporate accounting-II		Time :- 3 hrs
Instructions:		
1. Question no.1 is compulsory.		
2. Solve any 2 out of Q. No.2, 3 and 4.		
Q 1	D. Fill in the Blanks (any 5 out of 7)	[05]
	E. True or False (any 5 out of 7)	[05]
	F. Match the Pairs	[05]
	G. Write a short notes (any 3 out of 5)	[15]
Q 2	Practical Problem on Holding Company Accounts	[20]
Q 3	Practical Problem on Absorption of Companies	[20]
Q 4	Practical Problem on Liquidation of Companies	[20]
TOTAL		[70]

NEP-2020 Second year UG

Major

BUSINESS COMMUNICATION-II

Course Code - COMAP-243

Course Type – Practical

Course Name – BUSINESS COMMUNICATION-II

Credit allotted - 2 Credits

Lectures allotted – 60 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Types and Drafting of Business Letters	1.1 Enquiry Letters 1.2 Replies to Enquiry Letters 1.3 Order Letters 1.4 Credit and Status Enquiries 1.5 Sales Letters 1.6 Complaint Letters 1.7 Collection Letters 1.8 Circular Letters
2	Report Writing and Internal Correspondence	2.1 Meaning and Significance; Structure of Reports; Negative, Persuasive and 2.2 Special Reporting 1. Informal Report – Proposals; 2. Formal Reports; 3. Project Report 4. Introduction and Essential elements of Report writing.(Reporting for a meeting) 5. Organization of Press Report. 6. Office Memo (Memorandums) 7. Office Orders 8. Office Circulars 9. Form Memos or Letters 10. Press Releases

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Recent Trends in Business Communication	3.1 Internet: Email, Websites, Social Media Network (Twitter, Face book, LinkedIn, You tube, WhatsApp) , 3.2 Google Doc, Google Form, Google Sheet, Google Slide, Google Class Room, Online Conference, 3.3 Video conferencing, Meeting through Zoom App, Google meet App ,Cisco Webex meetings App
4	Writing Formal Mails and Blog writing.	4.1: Essential elements of mail, Format of mail. 4.2: Introduction and meaning of Blog, Writing a blog.

REFERENCES:

1. Business Communication, K. K.Sinha, Galgotia Publishing Company, New Delhi.
2. Business Communication, Asha Kaul, Prentice Hall of India, New Delhi.
3. Business Communication, Vasishth Neeru& Rajput Namita, Kitab Mahal, Allahabad
- 4.Business Organization & Management – C.B. Gupta.
5. Entrepreneurial Development – S.S. Khanna. 8. Organizing and Financing of Small scale Industry – Dr. V. Desai

➤ COURSE OUTCOMES:

- CO1: To acquire and develop good communication skills requisite for business correspondence
- CO2: Understand the skill of report writing
- CO3: To provide knowledge of various media of communication
- CO4: To develop business communication skills through the application and exercises

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
Major- BUSINESS COMMUNICATION-II		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
TOTAL		20
20 marks converted in to - (Assignment, Open book test, Group Discussion)		10 Marks 05 Marks Total Internal Evaluation 15 Marks

PRACTICAL/ORAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y. B. Com		Marks: - 35Marks
Business Communication-II		
Oral Exam(Internal Examiner- 10 & External Examiner-10)		[20]
Practical Book (Internal Examiner)		[15]
TOTAL		[35]

NEP-2020 Second year UG

Minor

MICRO ECONOMICS-II

Course Code - COMIT-241

Course Type – Theory

Course Name – MICRO ECONOMICS-II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	COST AND REVENUE ANALYSIS	1.1 Cost Concepts : Fixed Costs, Variable Costs, Total Cost, Average Cost, Marginal Cost, Economic Cost and Accounting Cost, Opportunity Cost. 1.2 Short-Run and Long Run Costs curves 1.3 Revenue Concept: Total Revenue, Average Revenue & Marginal Revenue
2	PRICING UNDER PERFECT MARKET CONDITIONS	2.1 Pure Competition: Meaning and Features 2.2 Features of Perfect Competition 2.3 Price Determination in Perfect Competition 2.4 Equilibrium of Firm and Industry in Short Run and Long Run

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	PRICING UNDER IMPERFECT MARKET CONDITIONS	3.1 Meaning of Imperfect Competition 3.2 Monopoly: Features and Equilibrium, Price Discrimination 3.3 Monopolistic Competition- Features and Equilibrium. 3.4 Oligopoly: Concept and Features

➤ **REFERENCES:**

1. Theory and Applications" by K.R. Gupta and Manoj Sharma
2. Microeconomics for Managers" By M. Adhikary.
3. Microeconomic Theory: A Mathematical Approach" by R.K. Sinha.
4. Microeconomics for Managers" By M. Adhikary.
5. Microeconomics: An Indian Perspective" by Arup Mitra and Himanshu Sekhar Rout.

➤ **COURSE OUTCOME:**

CO 1: To understand fundamentals of cost and revenue system.

CO 2: To understand the different market structures and their implications for pricing, output determination.

CO 3: To understand the role of the factors pricing in rent, wages, interest and profit.

CO 4: To provide the knowledge of various market structures.

CO 5: To students will enhance their critical thinking's Skills through problems solving exercises.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
F.Y.B.Com Minor- MICRO ECONOMICS-II		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com Minor- MICRO ECONOMICS-II		Marks: - 35 Marks Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

Minor

CORPOTARE LAW-II

Course Code -COMIT-242

Course Type – Theory

Course Name – CORPOTARE LAW-II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Management of Company	Management of Company: 1.1 Board of Directors: Definition, Powers, Types of Directors, Appointment of Directors, 1.2 Qualifications and Disqualifications, Powers, Duties, Liabilities of Directors
2	E Governance	E Governance – 2.1 meaning, Importance of E Governance 2.2.E Filing – Basic concept of MCA, E Filing

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Winding up Company	Winding up of a Company . 3.1 Winding –up: Meaning of winding-up, Dissolution of company, Conceptual understanding of winding-up by the Tribunal, 3.2 Compulsory winding-up, Members' voluntary winding-up, Creditors' voluntary winding-up

➤ **REFERENCES:**

1. The Companies Act with Rules Taxmann Tan Prints (India) Pvt. Ltd. Jhajjar Chandigarh
2. The Companies Act, 2013 Bharat Bharat Law House Pvt. Ltd. Delhi
3. Company Law-A Comprehensive Text Book on Companies Act 2013 Dr. G.K. Kapoor & Dr. San jay Dhamija Taxmann Publications Pvt. Ltd Delh
4. Company Law Dr S R Meyani Asia Law House Mumbai
5. Company Kaydyachi Olakha K Shriram Aarti & Co. Mumbai
6. Guide to Memorandum, Articles & Incorporation of Companies Bhandari & Makheeja Lexis Nexis Mumbai

➤ **COURSE OUTCOMES:**

CO1 The students will have knowledge about Board of Directors of company and appointment of directors of company.

CO2 The students will have current information regarding online E-Governance and total winding up of Company.

CO3 The students will have knowledge about Winding up of Company

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com CORPOTARE LAW-II		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Practical Problem (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com CORPOTARE LAW-II		Marks: - 35 Marks Time :- 2 hrs
Q 1	Fill in the Blanks / Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Practical Problem (any 2 out of 3)	[10]
Q 4	Practical Problem (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

As per NEP & UGC Guideline

CEP/INDUSTRIAL VISIT

CEP/INDUSTRIAL VISIT IN COSTING

Course Code - COCEP-241

Course Type – Practical

Course Name – CEP or Industrial Visit in Costing

Credit allotted - 2 Credits

Lectures allotted – 60 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
CEP:- CEP or Industrial Visit in Costing		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
CEP:- CEP or Industrial Visit in Costing		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

CEP/INDUSTRIAL VISIT

CEP/INDUSTRIAL VISIT IN BANKING

Course Code - COCEP-241

Course Type – Practical

Course Name – CEP or Industrial Visit in Banking

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
CEP:- CEP or Industrial Visit in Banking		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
CEP:- CEP or Industrial Visit in Banking		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

CEP/INDUSTRIAL VISIT

CEP/INDUSTRIAL VISIT IN BUSINESS ADMINISTRATION

Course Code - COCEP-241

Course Type – Practical

Course Name – CEP or Industrial Visit in Business Administration

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
CEP:- CEP or Industrial Visit in Business Administration		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
CEP:- CEP or Industrial Visit in Business Administration		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

CEP/INDUSTRIAL VISIT

CEP/INDUSTRIAL VISIT IN BUSINESS ENTREPRENEURSHIP

Course Code - COCEP-241

Course Type – Practical

Course Name – CEP or Industrial Visit in Business Entrepreneurship

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ Guidelines:

For Guidelines relating to the Field Project/ Survey refer attached file.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 15 Marks
CEP:- CEP or Industrial Visit in Business Entrepreneurship		Time: -
For internal evaluation following points will be taken into consideration		Total Internal Evaluation 15 Marks
Documents		
Attendance		
Punctuality		

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
CEP:- CEP or Industrial Visit in Business Entrepreneurship		Time: -
For internal evaluation following points will be taken into consideration		
Presentation		[15]
Project		[10]
Viva		[10]
TOTAL		[35]

NEP-2020 Second year UG

GE/OE

ADVANCED INSURANCE MARKETING

Course Code – COMGET241

Course Type – Theory

Course Name – ADVANCED INSURANCE MARKETING

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	General Insurance	1.1 Meaning of General Insurance 1.2 Types of General Insurance 1.3 Fundamentals of General Insurance 1.4 Regulatory Framework for General Insurance in India.
2	The Insurance Market in India	2.1 Different elements of the insurance market 2.2 Functions of insurance companies 2.3 Functions of intermediaries 2.4 Specialist insurance companies 2.5 The role of regulators and other bodies connected with insurance.

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Indian Insurance Industry	3.1 Understanding insurance customers 3.2 Different customer needs 3.3 Significance of customers 3.4 Customer satisfaction 3.5 Customer behavior at purchase point 3.6 customer behavior when claim occurs.

➤ **REFERENCES:**

1. Insurance Institute of India – IC 30 – Practice of Life Assurance
2. Insurance Institute of India – IC 33 – Life Assurance
3. Module II, Principles and Practice of Life Insurance, The Institute of Chartered Accountants of India: New Delhi Kanika Mishra,
4. Fundamentals of Life Insurance: Theories and Applications, Prentice Hall of India: New Delhi.
5. Kutty, S.K., Managing Life Insurance, Prentice Hall of India: New Delhi

➤ **COURSE OUTCOMES:**

- CO1: Understand the Concept of General Insurance
CO2: student understand the Insurance Market.
CO3: Student Understand the Concept of Insurance Industry

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
GE/OE ADVANCED INSURANCE MARKETING		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
GE/OE ADVANCED INSURANCE MARKETING		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

NEP-2020 Second year UG

SEC

MANAGERIAL SKILLS DEVELOPMENT

Course Code - COSET-241

Course Type – Theory

Course Name – MANAGERIAL SKILLS DEVELOPMENT

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Technical Skill	1.1 Meaning, definition, role and importance of Managerial technical skills 1.2 Concept of Authority and Responsibility 1.3 Delegation of Authority and its limitations
2	Human skills	2.1 Meaning and definition, role and importance of Managerial Human Skills 2.2 Importance of Human Skills 2.3 Recruitment : Sources and Methods

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Conceptual Skills and Diagnostic Skills	3.1 Meaning and definition ,role and importance of Managerial Conceptual Skills 3.2 Importance of Conceptual solving the problem Skills 3.3. Meaning and definition ,role and importance of Managerial Diagnostic skills. 3.4. Importance of Diagnostic skills to determine the analysis and examination

➤ **REFERENCES:**

1. Business organization and Management by Talloo by Tata McGraw Hill
2. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi
3. Business Organization & Management - Dr. Y.K. Bhushan
4. Management: Concept and Strategies By J. S. Chandan, Vikas Publishing
5. Principles of Management, By Tripathi, Reddy Tata McGraw Hill

➤ **COURSE OUTCOMES:**

CO1: Students will have strong foundation in understanding management at work.

CO2: They will be able to understand various tools and techniques used to perform managerial jobs CO3: Students will analyze the importance of motivation and team work.

CO 4: Students know the how to recruitment of manpower.

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
SEC-MANAGERIAL SKILLS DEVELOPMENT		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
SEC-MANAGERIAL SKILLS DEVELOPMENT		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks

NEP-2020 Second year UG

AEC

VYAVHARIK MARATHI BHAG-II

Course Code – MAAET-241

Course Type – Theory

Course Name – व्यावहारिक मराठी भाग- २

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

UNIT	TITLE	CONTENTS
1	पत्रलेखन	पत्रलेखनाचे घटक व स्वरूप पत्रलेखनाचे विविध प्रकार
2	लेखन कौशल्ये	संवाद लेखन, पारिभाषिक संज्ञा, निबंध लेखन

➤ REFERENCES:

संदर्भ: व्यावहारिक मराठी- ल. रा. नसिराबादकर.

व्यावहारिक व उपयोजित मराठी- डॉ. वेदश्री थिंगळे, डॉ. प्रभाकर जोशी

➤ COURSE OUTCOMES:

CO1 पत्र लिहिता येईल व पत्राचे इतर प्रकार समजतील

CO2: संवाद लेखात करता येईल

CO3: कार्यालयीन पत्रव्यवहार करता येईल

CO4: पारिभाषिक संज्ञा समजतील

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com व्यावहारिक मराठी भाग- २		Marks: - 20 Marks Time: - 1 hr
Q 1	Answer in the one sentence. (any 5 out of 7)	[5]
Q 2	Write short note.	[5]
Q 3	Answer the following question. (any 1 out of 2)	[10]
TOTAL		20
20 marks converted in to - (Assignment, Open book test, Group Discussion)		10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com व्यावहारिक मराठी भाग- २		Marks: - 35 Marks Time: - 2 hrs
Q 1	खालील प्रश्नांची उत्तरे लिहा.	[5]
Q 2	दिलेल्या प्रश्नांचे उत्तर लिहिणे.	[10]
Q 3	दिलेल्या प्रश्नांचे उत्तर लिहिणे.	[10]
Q 4	दिलेल्या विषयांवर निबंधलेखन .	[10]
TOTAL		[35]

NEP-2020 Second year UG

AEC

VAIKALPIK HINDI-II

Course Code – HIAET241

Course Type – Theory

Course Name – VAIKLPIK VAIKALPIK HINDI –II

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	गद्य पाठ	1. प्रेम की बिरादरी [व्यंग्य] हरिशंकर परसाई 2. पहली चुक [कहानी] श्रीलाल शुक्ल 3. पानी और पुल [कहानी] महीप सिंह 4. महाशूद्र [कहानी] मोहनदास नैमिशराय 5. वैश्विक गाँव के व्यापारी [हास्य व्यंग्य] ज्ञान चतुर्वेदी
2	पद्य पाठ	1. कलम और तलवार –रामधारी सिंह दिनकर 2. तीर्थयात्री –बवानी प्रसाद मिश्र 3. एक बार फिर आओ –जयप्रकाश कर्दम 4. वृन्दावन –कुसुम अंसल 5. मनुष्यता –अलीक

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	पाठ्यपुस्तकेत्तर	1. सूत्र संचालन 2. समूह चर्चा 3. इंटरनेट की सामान्य जानकारी 4. लेखन कौशल 5. निबंध लेखन

➤ **REFERENCES:**

संदर्भ ग्रंथ :

1. गद्य परिमल –डॉ. सुभाष तलेकर
2. पद्य परिमल - डॉ. सुभाष तलेकर
3. अनुप्रयोगिक हिंदी –डॉ. कृष्ण कुमार

➤ **COURSE OUTCOMES:**

- CO1: छात्रों को हिंदी कहानियों एवं कविताओं के विकासक्रम का परिचय हो जायेगा।
- CO2: देश विभाजन के संदर्भ की कहानियों से छात्र अवगत हो जायेंगे।
- CO3: हिंदी कहानियों के माध्यम से जटिलता की समस्या से विद्यार्थी अवगत हो जायेंगे।
- CO4: हिंदी कविताओं के माध्यम से विद्यार्थियों में राष्ट्रीयता की भावना निर्माण होगी।
- CO5: हिंदी कविताओं के माध्यम से शक्ति और संघर्ष से विद्यार्थी अवगत होंगे।
- CO6: छात्रों में कंप्यूटर प्रणाली की जानकारी प्राप्त होगी।

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION INCLUDING PRACTICAL/ORAL EXAM

35 Marks

Students should secure 40% marks in each type of evaluation

➤ PAPER PATTERN:

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com VAIKLPIK VAIKALPIK HINDI -II		Marks: - 20 Marks Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
TOTAL		20
20 marks converted in to - (Assignment, Open book test, Group Discussion)		10 Marks 05 Marks Total Internal Evaluation 15 Marks

EXTERNAL EVALUATION (EXCLUDING PRACTICAL/ORAL EXAM)		35 Marks
PAPER PATTERN		
S.Y.B. Com VAIKLPIK VAIKALPIK HINDI -II		Marks: - 35 Marks Time :- 2 hrs
Q 1	इकाई एक पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 2	इकाई दो पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 3	इकाई तीन पर प्रश्न पूछे जाएंगे । [3 में से 2]	[10]
Q 4	एक प्रश्न टिप्पणी पर होगा । [इकाई एक से तीन] [3 में से 1]	[5]
TOTAL		[35]

NEP-2020 Second year UG

CC- Co-Curricular Course

Cyber Security-I

Course Code - CCCST-241

Course Type – Theory

Course Name –Cyber Security-I

Credit allotted - 2 Credits

Lectures allotted – 30 Lectures

➤ MODULE 1

UNIT	TITLE	CONTENTS
1	Overview of Networking Concepts	1.1. Basics of Communication Systems 1.2. Transmission Media 1.3. Topology and Types of Networks 1.4. TCP/IP Protocol Stacks 1.5. Wireless Networks 1.6. The Internet
2	Information Security Concepts	2.1. Information Security Overview: Background and Current Scenario 2.2. Types of Attacks 2.3. Goals for Security 2.4. E-commerce Security 2.5. Computer Forensics 2.6. Steganography

➤ MODULE 2

UNIT	TITLE	CONTENTS
3	Security Threats and Vulnerabilities	3.1. Overview of Security threats 3.2. Weak / Strong Passwords and Password Cracking 3.3. Insecure Network connections 3.4. Malicious Code 3.5. Programming Bugs 3.6. Cyber crime and Cyber terrorism 3.7. Information Warfare and Surveillance
4	Cryptography / Encryption	4.1. Introduction to Cryptography / Encryption 4.2. Digital Signatures 4.3. Public Key infrastructure 4.4. Applications of Cryptography 4.5. Tools and techniques of Cryptography

➤ **REFERENCES:**

1. Computer Networks By Andrew S. Tanenbaum, 5th Edition By Pearson Education
2. Network Security: A Beginner's Guide, 3rd Edition by Eric Maiwald
3. Handbook of Information Security: Threats, Vulnerabilities, Prevention, Detection, and Management, Volume 3 by Hossein Bidgoli, Wiley

➤ **COURSE OUTCOMES:**

- CO1 :** Understand the concepts of networking and its type
- CO2 :** Interpret the concepts of Information Security
- CO3 :** Understand the concepts of Security Threats
- CO4 :** Describe insecure Network Connections, Cyber Crime
- CO5 :** Interpret the concepts of Basic Cryptography
- CO6 :** Define the tools and techniques of Cryptography

EVALUATION PATTERN:

INTERNAL EVALUATION

15 Marks

EXTERNAL EVALUATION

35 Marks

Students should secure 40% marks in each type of evaluation

➤ **PAPER PATTERN:**

EXTERNAL EVALUATION		35 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 35 Marks
CC- Cyber Security -I		Time :- 2 hrs
Q 1	Answer in ONE sentence (any 5 out of 7)	[5]
Q 2	Write a short notes (any 2 out of 3)	[10]
Q 3	Explain in Brief (any 2 out of 3)	[10]
Q 4	Explain in detail (any 1 out of 2)	[10]
	TOTAL	[35]

INTERNAL EVALUATION		15 Marks
PAPER PATTERN		
S.Y.B. Com		Marks: - 20 Marks
CC - Cyber Security -I		Time: - 1 hr
Q 1	Fill in the blank with the most appropriate alternative (any 5 out of 7)	[5]
Q 2	Write a short note (any 1 out of 2)	[5]
Q 3	Explain in Brief (any 1 out of 2)	[10]
	TOTAL	20
	20 marks converted in to - (Assignment, Open book test, Group Discussion)	10 Marks 05 Marks Total Internal Evaluation 15 Marks