FACULTY OF COMMERCE &MANAGEMENT

SCHOOL OF COMMERCE

Program Structure for Bachelor of Commerce (B.COM) (Batch 2023-26)

First Year Bachelor of Commerce Program Semester I: Teaching Scheme

Course Code	Course Name	Teaching Scheme (Hrs/week)			Credits Assigned			
		Th	Pr	Tu	Th	Pr	Tu	Total Credits
U27PC101	Business Organization and Management	2	-	-	2	-	-	2
U27PC102	Financial Accounting	3	-	-	3	-	-	3
U27PC103	Business Economics and Environment	2	-	-	2	-	-	2
U27SE101	Financial Markets and Institutions	2			2			2
U02VS101	Computer Skills	-	2	-	-	1	-	1
U02IK101	Management Lessons from Bhagwat Gita	2	-	-	2	-	-	2
U03AE002	English	2	-	-	2	-	-	2
U03AE003 U03AE004 U03AE005	Modern Indian Language: Hindi OR Modern Indian Language: Sanskrit OR Modern Indian Language: Marathi	2	-	-	2	-	-	2
U27OE011	Open Elective Course I	2	-	-	2	-	-	2
U03VE001	Constitution of India	2	-	-	2	-	-	2
U04CC0XX	Co-curricular Course I	-	4	-	-	2	-	2
U03VE002	#Universal Human Values-I	-	-	-	-	-	-	Audit Course
	Total	**19**	**6**	**-**	**19**	**3**	**-**	**22**

#During the Induction Program, students would get an initial exposure to human values through Universal Human Values-I.

Open Elective-I offered by Department of Commerce – U27OE011- Selling Skills

1 Credit = 25 Marks, Weekly 1 hour (60 min.) for Theory & 2 hours (120 min.) for practical. Th: Theory, Pr: Practical, Tu: Tutorial.

FACULTY OF COMMERCE &MANAGEMENT

First Year Bachelor of Commerce Program Semester I: Evaluation Scheme

Course Code	Course Name	Theory Marks					Practical/Tutorial Marks		Total
		Internal Assessment				ESE	Term work /Tutorial	Practical/Oral/ P&OE	
		FET-1	FET-2	FET-3	Total				
U27PC101	Business Organization and Management	10	5	-	15	35	-	-	50
U27PC102	Financial Accounting	10	10	5	25	50	-	-	75
U27PC103	Business Economics and Environment	10	5	-	15	35	-	-	50
U27SE101	Financial Markets and Institutions	10	5	-	15	35	-	-	50
U02VS101	Computer Skills	-	-	-	-	-	25	-	25
U02IK101	Management Lessons from Bhagwat Gita	10	5	-	15	35	-	-	50
U03AE002	English	10	5	-	15	35	-	-	50
U03AE003 U03AE004 U03AE005	Modern Indian Language: Hindi OR Modern Indian Language: Sanskrit OR Modern Indian Language: Marathi	10	5	-	15	35	-	-	50
U27OE011	Open Elective Course I	10	5	-	15	35	-	-	50
U03VE001	Constitution of India	10	5	-	15	35	-	-	50
U04CC0XX	Co-curricular Course I	-	-	-	-	-	50	-	50
U03VE002	#Universal Human Values-I	-	-	-	-	-	-	-	Audit Course

Open Elective-I offered by Department of Commerce – U27OE011- Selling Skills

** Minimum passing is 40% for all courses and evaluation head mentioned above. FET – Faculty Evaluation for Theory, Term Work, ESE - EndSemester Examination, P/F – Pass/ Fail Course, AU – Audit Course.*

FACULTY OF COMMERCE &MANAGEMENT

BUSINESS ORGANIZATION AND MANAGEMENT

(Program Core | School of Commerce)

Theory Course

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
		Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U27PC101	**Business Organization and Management**	02	-	-	02	-	-	02

Evaluation Scheme

Course Code	Course Name	In Semester Exam – Continuous Assessment					Term work /Tutorial	End Semester Exam (ESE)		
		FET 1	FET 2	FET 3	Total	Min pass	Marks	Marks	Min pass	Total (Marks)
U27PC101	**Business Organization and Management**	10	5	-	15	40%	-	35	40%	50

Course Description: This course provides a comprehensive understanding of the basic concepts and practices of management in organizations. It explores the roles, functions and responsibilities of managers, as well as the key concepts and techniques required for effective management. Students will develop essential management skills and competencies to lead teams, make informed decisions, and achieve organizational goals.

Pre-requisites: Having clear vision, effective leadership, and strong decision making skills to ensure strategic planning and efficient resource utilization.

Course Objectives:

1. To achieve sustainable growth and profitability by effectively managing resources and

maximizing efficiency.

2. To leverage innovation and technology to gain a competitive advantage in the market.
3. To develop and maintain strong relationships with customers, suppliers and other stakeholders.
4. To attract, develop, and retain top talent and create a positive work environment.
5. To expand into new markets and diversify the product or service.

Course Outcomes: after the end of this course students will able to

CO1 **Explain[2]** the nature, importance, process and functions of management in organizations and evolution of management thoughts.

CO2 **Understand[2]** various systems and approaches to the contribution of Taylor, Henry Fayol management.

CO3 **Apply[2]** knowledge of planning and decision-making in real –world application.

CO4 **Examine[3]** the various management functions, including planning , organizing, leading and controlling.

CO5 **Identify[3]** complex management issues and make informed decisions.

Course Contents

Unit	Description	Hours
1	**Introduction to Management:**	
	Management Defined, Functions of Management, Managerial Roles and responsibilities, Management Thought- Classical Prospective, Scientific Management, Administrative Management, Bureaucratic Management, Behavioural Perspective, System and Contingency Approach. Role of	6

	Managers in 21st Century.	
2	**Nature of Management:**	
	Definition-Management an art, Science or Profession – Manager Defined – Manager vs Leader – Levels of Management – Skills of Management. Management Thought: Contributions of Henry Fayol (14 principles) – F.W. Taylor's Scientific Management – Max Weber's Theory of Bureaucracy.	6
3	**Planning and Decision Making:**	
	Definition, Nature and Importance of Planning; Planning Process; Types of Planning Process; Types of Planning; Components of Planning – Vision, Mission, Goals, Policies, Strategies, Procedures, Methods, Rules, Project and Budgets; Decision-making – Meaning, Types and Decision –making Process under Certainty and Uncertainty, Rationality in Decision making.	6
4	**Organization and Staffing:**	
	Meaning Process, Structure, Principles of Organization; Formal and Informal Organization; Organization Charts and Types; Departmentation -Importance, Process and Methods; Decentralization-Advantages& Measurement of Degree of Decentralization; Delegation-Characteristics, Elements & Types; Factors Influencing Degree of Delegation; Decentralization vs. Delegation; Staffing – Elements & Functions of Staffing – Motivation; Importance – Types- Theories.	6
5	**Directing, Coordination and Controlling:**	
	Meaning, Nature and Principles of Direction; Communication – Importance, Process and Types of Communication; Coordination – Principles and Importance of Coordination; Process and Techniques of Effective Coordination; Controlling – Characteristics, Process, and Types of Controlling, Types of Control Techniques – Traditional & Modern; MBO – Process, Merits & Demerits; Contemporary Issues in Management, Changing Indian Business Environment.	6

Text Books

1. Y.K. Bhushan – Business organization and management – Sultan Chand
2. Sherlekar – Business Organization and Management – Himalaya Publishers.
3. C.B. Gupta – Management Theory and practices – Sultan Chand

References

1. Sanjay Gupta, Jay Bansal. Management Concepts – SBPD Publications, N.p., SBPD Publications, 2022.
2. Gupta, M. Principles of Management, India, PHI Learning,2009
3. Chandan Singh – Principal and Practices of Management, Notion Press, 2022

- **Internal Assessment (FET & Term Work):**
  1. FET1 should be based on first four Units for 10 marks.
  2. FET2 should be based on fifth Unit for 5 marks.
  3. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**
  1. Question paper will comprise of 5 questions, each carrying 7 marks.
  2. The duration of end semester examination shall be two hours.
  3. The students need to solve all 5 questions.
  4. Question No.1 will be compulsory and based on entire syllabus.
  5. Remaining question (Q.2 to Q.5) will be selected from all the modules.
  6. Remaining question (Q.2 to Q.5) will be selected from all the modules.

FINANCIAL ACCOUNTING

(Program Core | School of Commerce)

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			**Total Credits**
		Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U27PC102	**Financial Accounting**	3	-	-	3	-	-	3

FACULTY OF COMMERCE &MANAGEMENT

Evaluation Scheme

Course Code	Course Name	In Semester Exam – Continuous Assessment					Term work /Tutorial	End Semester Exam (ESE)		
U27PC102	**Financial Accounting**	FET 1	FET 2	FET 3	Tota l	Min pass	Marks	Marks	Min pass	Total (Marks)
		10	10	5	25	40%	-	50	40%	75

Course Description: Financial Accounting is a fundamental course in the Bachelor of Commerce program that introduces students to the principles and concepts of accounting in the context of business organizations. The course aims to provide students with a comprehensive understanding of the accounting process, financial statements preparation, and the interpretation of financial information. Additionally, it covers accounting standards, principles, and regulations relevant to financial reporting.

Pre-requisites: Forms of business, nature of transactions etc.

Course Objectives:

1. Understand the process of recording and classifying the business transactions and events
2. Understand the financial statements, viz., Profit and Loss Account, Balance Sheet, and cash flow statement of a sole proprietor
3. To interpret the business implications of financial statement information.
4. To Employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on the financial statements
5. To apply the knowledge of accounting to accounting softaware

Course Learning Outcomes:

After the end of this course, students will able to

CO1 **Explain2**basic principles and concepts of financial accounting and analyze financial transactions using the double-entry accounting system.

CO2 **Identify**[3]various journals for recording transactions & prepare trial balance adjusting entries.

CO3 **Prepare**[5]financial statements, including the income statement, balance sheet, and cash flow statement.

CO4 **Prepare**[5] bank reconciliation statements without adjusting cash book balance &afte adjusting cash book balance.

CO5 **Prepare**[5] financial statements with the help of accounting software

Course Contents

Unit	Description	Hours
	Introduction to Financial Accounting:	
1	Definition & objectives of financial accounting; Accounting Principles & Concepts; Users of Accounting Information, Concepts and Convention; Types of Business Entities & Their Forms of Organization; Accounting Equation & Double-Entry System–Accounting Equation & Its Components; Journal Entries & Ledger Accounts.	*9*
	Recording Transactions in Special Journals:	
2	Sales Journal; Purchases Journal; Cash Receipts Journal; Cash Disbursements Journal; Trial Balance & Adjusting Entries – Trial Balance & Its Preparation; Accruals & Deferrals: Adjusting Entries – Accounting Errors & Corrections; Revenue Recognition and Accounting for Income Taxes.	9
	Financial Statements:	
3	Income Statement–Revenue Recognition Principles – Cost of Goods Sold (COGS) Calculation; Preparation of Final Accounts for Companies: Preparation of Statement of Profit & Loss and Balance Sheet – Classification of Assets, Liabilities & Equity–Valuation of Assets & Liabilities; Statement of Cash Flows–Preparation of Cash Flow Statement using Direct & Indirect Methods – Ratio Analysis: Liquidity, Solvency, & Profitability Ratios.	9
	Bank Reconciliation Statement:	

4	Meaning, Need, Objectives & Types of Bank Reconciliation Statement; Timing Differences; Differences Caused by Errors; Preparation of Bank Reconciliation Statements – Without Adjusting Cash Book Balance & After Adjusting Cash Book Balance; Accounting Standards (e.g., IFRS, GAAP) & Regulations in Preparation of Financial Reports; Ethical Issues in Financial Reporting & Accounting Profession.	9
	Tally ERP 9	
5	Tally ERP 9 : Introduction Tally ERP 9, various facilities available in Tally Installation of Tally. ERP 9 - Licensing configurations - Tally Vault Password - Using Tally.ERP9 Help facility Creating Account Masters, Creating Inventory Masters, Creating a Company, Ledgers, Registers, Petty Books. Vouchers – the Main Inputs – I	9

Text Books

1 Shukla, Grewal, Advanced Accounts, Tata , S Chand Publishers 2010

2 S. N. Maheshwari , Suneel K Maheshwari , Sharad K Maheshwari Financial Accounting , Vikas Publications, 2018

References

1 Bhattacharyya Debarshi, Management Accounting, Pearson Education India, 2011.

2 Clive Marsh, Financial Management for Non-Financial Managers, 1E, Kogan Page Publishers, 2012.

3 Miriyala, Ravikant. Accounting Standard made easy, 7E, Bharat Law Publication, 2017.

4 Pandey I. M., Management Accounting, 11E, Vikas Publishing House Pvt. Limited, 2015.

- **Internal Assessment (FET & Term Work):**

4. FET1 should be based on first four Units for 10 marks.
5. FET2 should be based on fifth Unit for 5 marks.
6. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**
  7. Question paper will comprise of 5 questions, each carrying 7 marks.
  8. The duration of end semester examination shall be two hours.
  9. The students need to solve all 5 questions.
  10. Question No.1 will be compulsory and based on entire syllabus.
  11. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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BUSINESS ECONOMICS AND ENVIRONMENT

(Program Core | School of Commerce)

Theory Course

FACULTY OF COMMERCE &MANAGEMENT

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
U27PC103	**Business Economics and Environment**	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		02	-	-	02	-	-	02

Evaluation Scheme

Course Code	Course Name	In Semester Exam – Continuous Assessment					Term work /Tutorial	End Semester Exam (ESE)		
U27PC103	**Business Economics and Environment**	FET 1	FET 2	FET 3	Tota l	Min pass	Marks	Marks	Min pass	Total (Marks)
		10	5	-	15	40%	-	35	40%	50

Course Description:

Business Economics and Environment is a core course in the Bachelor of Commerce program that introduces students to the principles of economics and their application in the business context. The course aims to provide students with a comprehensive understanding of microeconomics and macroeconomic concepts, as well as an appreciation of the economic environment in which businesses operate. Additionally, the course covers various economic factors that influence business decision-making and strategies

Pre-requisites: Knowledge of fundamental business concepts, including marketing, management, finance, and operations and organisation structure.

Course Objectives:

6. To study foundational understanding of microeconomic and macroeconomic principles,
7. To study the internal and external factors affecting business operations,
8. To Understand basic financial management concepts, including budgeting, financial and economic analysis.
9. To study ethical considerations in economic decision making.

Course Outcomes: after the end of this course students will able to

CO1 **Explain**[2]characteristics & factors of business environment, economic theories & their relevance to business

CO2 **Analyze**[2]the different market structures and pricing strategies under different market structures.

CO3 **Discuss**[2]the impact of government policies and regulations on businesses.

CO4 **Recognize**[2] functions of international institutions and economic environment's factors influence on business operations and strategies.

CO5 **Identify**[2]role of international institutions in economic world.

Course Contents

Unit	Description	Hours
1	**Introduction to Business Economics and Environment**	
	Concept, Nature, Characteristics& Factors of Business Environment; Definition and Scope of Business Economics; Role of Economics in Business Decision-making; Economic Theories & Their Relevance to Business; Factors influencing Economic Growth & Development; Government Regulations & Antitrust Policies.	6
2	**Principles of Microeconomics**	
	Factors of Microeconomics; Demand, Supply, & Equilibrium in Market; Elasticity of Demand & Supply; Consumer Behaviour & Utility Analysis; Market Structures & Pricing Strategies–Perfect Competition, Monopoly, Oligopoly, & Monopolistic Competition–Price Determination Under Different Market Structures–Non-Price Competition & Product Differentiation; Production & Cost Analysis–Production Function & Law of Diminishing Marginal Returns–Economies of Scale & Scope.	6
3	**Introduction to Macroeconomics**	
	Factors of Macroeconomics; National Income & Its Measurement – Business Cycles & Economic Growth –Unemployment & Inflation;	6

	Components of Aggregate Demand – Factors influencing Aggregate Supply – Equilibrium Output & Price Level;	
4	**Role of International Business Environment**	
	Role of Government in Managing Economy – Tools & Objectives of Fiscal Policy. Concept of LPG, Functions of International Institutions- WTO, IMF & IBRD; International Trade & Exchange Rates	6
5	**Indian Foreign Trade Policy**	
	New Indian Foreign Trade Policy; Trade Barriers & Their Implications; Exchange Rate Determination; Ethical Considerations in Economic Decision-making.	6

Text Books

1 Rangarajan, C.A.; Perspective in Economics, S. Chand & Sons, New Delhi
2 Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3 Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.

References

1 Adhikara, M. Business Economics. India, Excel Books, 2002.
2 Ahuja, H. L. Business Economics. India, S Chand & Company Limited, 2017.
3 Dr. AnupamAagrwal, Anju Agarwal. Business Economics, SBPD Publications. N.p., SBPD Publications, 2021. Business Economics (For CA Foundation), 5e. N.p., S. Chand Publishing.
4 Nadar, E. Narayanan, Vijayan, S. Managerial Economics, Third Edition. N.p., PHI Learning Pvt. Ltd., 2020. S K Agarwal.

- **Internal Assessment (FET & Term Work):**

1. FET1 should be based on first four Units for 10 marks.
2. FET2 should be based on fifth Unit for 5 marks.

3. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**
  1. Question paper will comprise of 5 questions, each carrying 7 marks.
  2. The duration of end semester examination shall be two hours.
  3. The students need to solve all 5 questions.
  4. Question No.1 will be compulsory and based on entire syllabus.
  5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

FACULTY OF COMMERCE &MANAGEMENT

FINANCIAL MARKETS AND INSTITUTIONS

(Program Core | School of Commerce)

Theory Course

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
U27SE101	FINANCIAL MARKET AND INSTITUTIONS	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		02	-	-	02	-	-	02

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET 1	FET 2	FET 3	Total	Min pass	Marks	Min pass	Total (Marks)
U27SE101	FINANCIAL MARKET AND INSTITUTIONS	10	5	-	15	40%	35	40%	50

Course Description: Financial Markets and Institutions is an essential course in the under-graduate program that explores the structure, functioning, and regulation of financial markets and institutions. The course aims to provide students with a comprehensive understanding of various financial instruments, the role of financial intermediaries, and the importance of these markets and institutions in the economy,

Pre-requisites: Basic knowledge of financial market, instruments, and securities markets.

Course Objectives:

1. To Gain a comprehensive understanding of financial markets, including their structure, functions, and key participants.
2. To study the different types of financial markets, such as money markets, capital markets, and derivative markets.

3. To study the functions and roles of financial institutions, including commercial banks, investment banks, insurance companies, and other intermediaries.
4. To understand regulatory environment governing financial markets and institutions, including the role of central banks and regulatory bodies.

Course Outcomes: after the end of this course students will able to

CO1 **Explain**[2]the Financial system in India, its major components, and objectives & functions of financial institutions.

CO2 **Identify**[2] the different types of financial markets, instruments, and their characteristics.

CO3 **Discuss**[2] functions, operations and services offered by financial institutions.

CO4 **Apply**[3] financial market knowledge in making informed financial decision.

CO5 **Describe**[2] the ethical considerations of financial market.

Course Contents

Unit	Description	Hours
1	**INTRODUCTION TO INDIAN FINANCIAL SYSTEM**	
	Introduction to Indian Financial System: Overview of Financial System in India, Major Components, Definition & Classification of Financial Markets & Institutions Objectives & Functions of Financial Institutions Reserve Bank of India (RBI), Securities, Exchange Board of India (SEBI) & Insurance Regulatory & Development Authority (IRDA).	6
2	**FINANCIAL MARKET**	
	Types of Financial Markets, Capital Market: Concept & Their Functioning, Types of Markets- Primary & Secondary, Instruments in Capital Market- Shares, Debentures/ Bonds; Money Market: Concept, Instruments in Money Market- Commercial Papers, Certificate of Deposits, Treasury Bills, Bills of Exchange; Commodity Market: Concept, Market for Commodity Trading. Derivative Market: Concepts, Transactions- Swaps, Options, Forward and Futures.	6
3	**FINANCIAL INSTITUTIONS**	

	Nature, Functions & Services offered by of Merchant Banks, Commercial Banks, Foreign Banks, Regional Rural Banks, Co-Operative Banks, Small Finance Banks, Payment Bank. & Mutual Funds- Investment banking services & Functions – Mutual funds : types , advantages and Risk.	6
4	**FINANCIAL MARKET REGULATIONS AND ETHICS.**	
	Regulatory Bodies & Their Roles (e.g., SEC, RBI); Reserve Bank of India (RBI), Securities, Exchange Board of India (SEBI) & Insurance Regulatory & Development Authority (IRDA).Insider Trading & Market Manipulation; Ethical Considerations in Financial Markets; Trading-	6
5	**INTERNATIONAL FINANCIAL MARKET**	
	Overview of International Financial Markets- Foreign Exchange Markets & Currency. Exchange rate determination and its impact on businesses; Future Trends in Financial Markets and Institutions.	6

Text Books

1 Frederic S. Mishkin, The Economics of Money, Banking and Financial Markets, 8th edition, 2006, Addison Wesley.
2 Srivastava R. M.: Management of Indian Financial Institution; Himalaya Publishing House, Mumbai
3 NaliniPravaTripathy, Financial Services, Prentice Hall of India Pvt. Ltd., New Delhi.
4 Bhatia, B.S., and Gupta G.S., Management of Financial Services, Deep and Deep, New Delhi

References

1 Khan, M.Y., Indian Financial System, Tata McGraw-Hill Education Priviate Limited, New Delhi, 2013,
2 Pathak, Bharati, Indian Financial System, Pearson Education, 2014. [3] Bhalla, V. K., Management of Financial Services, Anmol Publishing House, 2004.
3 Bhalla, V. K., Management of Financial Services, Anmol Publishing House, 2004.
4 Ramesh Babu, Indian Financial System, Himalaya Publishing House, Mumbai, 2009.
5 Gordon, E. and Natrajan A., Financial Markets and Institutions, Himalaya Publishing,

- **Internal Assessment (FET1, FET2 and FET3):**
  1. **FET 1** should be based on first two modules and **FET 2** should be based on next two modules, for 05 marks each.
  2. Fifth module will be assessed for 5 marks separately.
- **End Semester Examination:**
  1. Question paper will comprise of 5 questions, each carrying 10 marks.
  2. The duration of end semester examination shall be **2** hours.
  3. The students need to solve all 5 questions.
  4. Question No.1 will be compulsory and based on entire syllabus.
  5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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FACULTY OF COMMERCE &MANAGEMENT

Computer Skills

Practical Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
U02VS101	**Computer Skills**	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		-	02	-	-	01	-	01

Evaluation Scheme

Course Code	Course Name	In Semester Exam – Continuous Assessment FET/Term Work					End Semester Exam (ESE)		
U02VS101	**Computer Skills**	FET 1	FET 2	FET 3	Total	Min pass	Marks	Min pass	Total (Marks)
		-	-	-	25	40%	-	-	25

Course Description:
The Computer Skills Practical Course is designed to empower participants with essential hands-on expertise in navigating and utilizing various computer applications, tools, and techniques. In this dynamic and interactive course, students will acquire the practical skills required to harness the power of modern technology effectively.

Course objectives:

1. To understand the different environment in the business climate.
2. To know the minor and major factors affecting the business in various streams
3. To know the different environment like, political, technological and economic environment in the business
4. To acquire in-depth knowledge about legal environment

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Course Learning Outcomes (CLOs):

At the end of the course students will be able to –

CO1 **Demonstrate2** the ability to create, format, and edit professional-quality documents using Microsoft Word & apply various formatting techniques to enhance the visual appeal and readability of their documents.

CO2 **Use3** MS Excel to create, format, and edit spreadsheets to perform calculations, utilize functions and formulas, organize data into tables & charts for insightful data representation.

CO3 **Prepare3** MS PowerPoint presentation using multimedia elements (images, videos, & audio) and apply transitions, animations and effectively deliver their presentations to audiences.

CO4 **Design3** a web page with basic design using web development tool(s).

List Of Practical

Unit	Practical Contents	Hours
1	**Introduction to Windows and MS Word**	
	Working with Windows–Moving Formation Within Windows Arranging Icons Saving Window Settings. MS Office Basics – Creating A New Document – Entering Text - Paragraph Alignment, Indents, Bullet Points, Numbered Lists- Using Tool Bars- Menu Commands- Keyboards Shortcuts- Saving Files Opening Documents – Manipulating Windows – Simple Editing- Printing Files. Using Auto text – Using Auto Correct Word Editing Technique Finding & Replacing Text – Checking Spelling – Using Templates- Formatting – Formatting with Styles Creating Tables; Home Tab: Clipboard, Font, Paragraph, Styles & Editing Group; Insert Tab: Pages, Tables, Illustrations, Header & Footer Group, Text & Symbols Groups -Page Layout & Review Tab: Themes, Page Setup, Insert Watermark, Insert Image File as Watermark.	3
2	**MS Excel-** I	
	Creating a New Workbook, Navigating and Editing a Worksheet, Working with Sheets. Merge & Wrap; Cell References & Format-Setting Cell Type, Colours, Fonts; Freeze Panes; Insert Page Break; Insert Current Date; Logical If Statement- IF, AND, OR, Nested IF & NOT; Simple Calculations, Statistical Functions, Basic Formulas- Add, Subtract, Multiply & Divide in Excel; Data Validation — Filters & Grouping in Excel; Create Charts & Images – Types; Using Themes, Templates Macros; Email	3
3	**MS Excel-** II	
	Data Handling using MS Excel, Different Graphical representation , Charts, Bar Diagrams, Pie diagrams, Line graphs, Table formatting, conditional formatting	3
4	**MS PowerPoint**	

	Create a Presentation, Basic Formatting in PowerPoint, Advanced Formatting. The Design Tab: Page Setup, Themes-Colours, Effects, Fonts the Animation Tab: Preview, Animations, Slide Show. Inserting Graphs-Charts, Adding Organization Charts, Inserting Tables, Hyperlink, Printing Presentations. Working in Outline View- Using a Design Template- Merging Presentations in Slider Sorter View Applying Templates.	3
5	**Introduction to Web Page Designing**	
	Developing a Website, Concepts of Visual Design; Web Layout Patterns- Z & F; Web Designing Tools-Photoshop CC, Illustrator CC, Sublime Text, Imageoptim, Axure, Hype 2, etc. Web Page Anatomy; Web Development Tools-Introduction to HTML, HTML Documents, Basic Structure of HTML Document, Creating an HTML Document; Mark up Tags, Heading-Paragraphs, Line Breaks, HTML Tags; Using Cascading Style Sheets; Use of Typography.	3

Text Book

1 Goel, Anita, Computer Fundamentals, Pearson, 2010.

2 Jain, Satish, MS- Office 2010 Training Guide, BPB Publications, 2010.

Reference Books

1 Douglas Gretchen, Mark Connell, Mark Connell, Fundamentals of MS Office 2007. Kendall Hunt Publishing Company, 2007.

2 R.K Taxali, PC Software for Window Made Simplex, Tata McGraw Hill Publishers Pvt. Ltd.

3 Sinha, P. K., Fundamental of Computers, BPB Publications, 6th Edition, 2004.

4 Stepher L. Nelson, Office 2000 Complete.

- **Internal Assessment (FET & Term Work):**
  1. FEP should be based on all five Units for 5 marks each.
  2. FEP assessment must be based on the overall performance of the student with every assignment graded from time to time.
  3. The grades will be converted to marks as per ‘credit and grading system’ manual and should be added and averaged.
  4. Based on above scheme grading and FEP assessment should be done.

FACULTY OF COMMERCE &MANAGEMENT

Management Lessons from Bhagwad Gita

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
U02IK101	**Management Lessons from Bhagwad Gita**	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		2	-	-	2	-	-	2

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
U02IK101	**Management Lessons from Bhagwad Gita**	**FET 1**	**FET 2**	**FET 3**	**Total**	**Min pass**	**Marks**	**Min pass**	**Total (Marks)**
		10	5		15	40%	35	-	50

Course Description: This course aims to explore the timeless wisdom of the Bhagavad Gita and its practical applications in the context of modern management principles. It will examine into the philosophical and ethical foundations presented in the Gita and how they can be integrated into various management aspects. Students will gain insights into leadership, decision-making, teamwork, conflict resolution, and personal development through the teachings of the Gita.

Pre-requisites: Exposure to Indian scriptures, Indian philosophy etc.

Course Objectives:

1. To identify some of the commonly felt problems that individuals, organizations and the society faces
2. To illustrate the usefulness of Gita in addressing some of these problems
3. To demonstrate how alternative world views and paradigms of management could be developed with a knowledge of Ancient Indian wisdom such as Gita

4. To provide a good introduction to Ancient Indian wisdom using Gita as a vehicle
5. To apply the knowledge of Geeta to the managerial practice.

Course Learning Outcomes:

After the end of this course, students will able to

CO1 **Demonstrate[2]** an understanding of the key teachings and principles of the Bhagavad Gita and their relevance in modern management contexts.

CO2 **Apply[3]** self-management techniques and emotional intelligence skills to enhance their decision-making and leadership capabilities.

CO3 **Analyse[4]** and interpret the concept of leadership through the lens of the Gita's teachings

CO4 **Explain[2]**stress management techniques and cultivate resilience to navigate challenges and adversities in both personal and professional life.

CO5 **Demonstrate[2]**teaching of bhagwatgita can affect the wellbeing of humans.

Course Contents

Unit	Description	Hours
	Introduction to Bhagavad Gita and its Relevance in Management:	
1	The Bhagavad Gita & Its Historical Context; Relevance of Ancient Wisdom in Contemporary Management Practices; Key Management Themes in the Gita; Concept of the Self (Atman) & Understanding One's True Nature; Importance of Self-awareness & Introspection for Effective Management; Techniques for Self-Management & Emotional Intelligence; Leadership & Dharma (Duty): Leadership Principles in Context of Arjuna& Lord Krishna; Dharma & Its Role in Decision-Making & Ethical Leadership;.	6
	Timeless Time Management, Conflict Resolution & Team Building:	
2	Concept of "Karma Yoga" & Its Relevance in Time Management; Balancing Personal & Professional Responsibilities; Conflict Resolution & Decision Making: Battlefield of Kurukshetra - Handling Conflicts in Management; Lord Krishna's Advice to Arjuna on Making Tough Decisions; Ethical Decision-	6

	Making Frameworks; Team Building & Collaboration: Significance of Teamwork &Collaboration; Dynamics Between Lord Krishna &Arjuna's Relationship as a Model for Effective Team Building;	
	Visionary Leadership and Goal Setting:	
3	the Gita's Teachings on Effective Communication; Art of Persuasion through Lord Krishna's Counsel to Arjuna; Stress Management and Resilience –Coping with Stress & Adversity through teachings of the Gita; Resilience & Mental Strength in the Face of Challenges; Meditation & Mindfulness for Managers; Concept of a Higher Purpose & Vision in Management; Goal Setting & Strategizing based on Lord Krishna's Counsel to Arjuna.	6
	Ethics, Corporate Social Responsibility (CSR), Work and Spirituality:	
4	Ethics, Corporate Social Responsibility (CSR), Work and Spirituality: Importance of Ethical Conduct in Management; "Lokasangraha" & Its Relevance in CSR Initiatives; Change & Uncertainty Through the Gita's Teachings; Agility & Flexibility in Management Practices; Balance Between Material & Spiritual Aspects of Life;	6
	Well – being lessons from the Bhagvad Gaeta	
5	Spiritual openness, self-exploration, moral theories, ethical guidelines and practices from the Bhagvad Gaeta, Spirituality lessons from Bhagwad Gita, Concept of "Nishkama Karma" (selfless action) in Management; Sense of Purpose & Fulfillment at Work.	6

Real-world case studies where Bhagavad Gita principles are applied in management contexts can be discussed in the class. Guest speakers to deliver a session can be invited from the corporate world who apply Gita's principles in their leadership and management practices./ Group discussions and presentations on the practical application of Gita's teachings.

Text Books-

1. DrAshutosh Narayan Misal. Management in Bhagavad Gita, A1VIEW Publisher, 2021.
2. Om PrieSrivastava, Bhagavad Gita (The Art and Science of Management for 21st Century), Zorba Books, 2018.
3. R.R. Varma. The Bhagwat Gita Paperback, Fingerprint! Publishing 2013.
4. Swami DayanandaSaraswati. The value of values‖, ArshaVidya Research & Publication Trust, Chennai, 2007.

References Books-

1. Swami Ranganathananda. Universal Message of the Bhagavad Gita‖, 3 Volumes, AdvaitaAshrama, Kolkata, 2001.
2. Pranay, GITA: Spirituality for Leadership & Success, Fingerprint! Publishing 2020.

- **Internal Assessment (FET & Term Work):**

1. FET1 should be based on first four Units for 10 marks.
2. FET2 should be based on fifth Unit for 5 marks.

- **End Semester Examination:**

1. Question paper will comprise of 5 questions, each carrying 7 marks.
2. The duration of end semester examination shall be two hours.
3. The students need to solve all 5 questions.
4. Question No.1 will be compulsory and based on entire syllabus.
5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

FACULTY OF COMMERCE &MANAGEMENT

ENGLISH

Teaching Scheme

Course Code	Course Name	Teaching Scheme			Credits Assigned			
		Th	Pr	Tu	Th	Pr	Tu	Total credits
U03AE002	ENGLISH	1	-	1	1	-	1	2

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
U03AE002	ENGLISH	T1	T2	FET	Total	Min pass	Marks	Min pass	Total (Marks)
		10	-	05	15	40%	35	40%	50

Course Description: This subject is designed to develop the English language competency required in professional life. The students will excel in English language and it's usage that will help them in the academia and professional world.

Course Objectives:

1. To acquaint learners with the importance of English language in their personal and professional life.
2. To train students in constructing grammatically correct and meaningful sentences.

Course Outcomes: At the end of this course students will be able to:

CO01	Identify[1] importance of English Language in personal and professional life.
CO02	Construct[3]grammatically correct and meaningful sentences in English.

Syllabus

FACULTY OF COMMERCE &MANAGEMENT

Module	Unit	Description	Hours
1.0		**English Language**	
1	1.1	Language and Its Characteristics	03
	1.2	LSRW Skills	
	1.3	Language Acquisition & Learning	
	1.4	English Language, Importance and scope	
2.0		**English Grammar-I**	
2	2.1	Parts of speech, Syntax	03
	2.2	Morphology, Word formation	
	2.3	Sentences in English and Types , Tenses	
3.0		**English Grammar-II**	
3	3.1	Transformation: Active and Passive Voices,	03
	3.2	Direct and Indirect Speech	
	3.3	Identifying and rectifying Common Errors, Subject Verb Agreement,	
4.0		**Vocabulary Building**	
4	4.1	Synonyms, Antonyms,	03
	4.2	Idioms, Phrasal Verbs	

	4.3	Homonyms, Homophones and One Word Substitution.	
5.0		**Introduction to English for Specific Purposes**	
5	5.1	English for Academic Purpose, English For Business Purpose,	03
	5.2	English For Technical and Scientific Purpose	
	5.3	English for Medical and Allied Health Purpose	

Note: This course will be taught in PBL mode; hence, the focus will be on teaching applications of content in the syllabus in real life situations.

- Internal Assessment (T1, T2 and FET):
  1. T1 should be based on first two modules for 10 marks
  2. FET shall be assessed for 5 marks separately.
- End Semester Examination:
  1. Question paper will comprise of 5 questions, each carrying 7 marks.
  2. The duration of end semester examination shall be two hours.
  3. The students need to solve all questions.
  4. Question No.1 will be compulsory and based on entire syllabus.
  5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

References:

1. Leech, Geoffrey, Deucher, Margaret, Hoogenraad, Robert English Grammar for Today, A New Introduction
2. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press
3. Green, David. Contemporary English Grammar –Structures and Composition. MacMillan India. 2014 (Print)
4. Fitikides, T. J. *Common Mistakes in English*. London: Orient Longman, 1984.
5. Effective Technical Communication by Ashraf Rizvi, Tata McGraw-Hill.

FACULTY OF COMMERCE &MANAGEMENT

Websites

http://esl.about.com/od/englishtestsandquizzes/

https://learnenglish.britishcouncil.org/en/content

https://www.englishclub.com/grammar/quizzes.htm

https://englishdost.com/blog/language-learning-perfect-solution/

https://englishdost.com/blog/category/english-for-beginners/

http://www.selfgrowth.com/comm.html

Theory Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
U03AE003	**Modern Indian Language: Hindi**	Theory	Practical	Tutorial	Theory	Practical	Tutorial
	OR						
U03AE004	**Modern Indian Language: Sanskrit**	2	-	-	2	-	-
	OR						
U03AE005	**Modern Indian Language: Marathi**						

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester) FET/Term Work					End Semester Exam (ESE)		
U03AE003	**Modern Indian Language: Hindi**	FET 1	FET 2	FET 3	Total	Min pass	Marks	Min pass	Total (Marks)
	OR								
U03AE004	**Modern Indian Language: Sanskrit**	10	5	-	15	40%	35	-	50
	OR								
U03AE005	**Modern Indian Language: Marathi**								

Student can opt any one Modern Indian Language Course offered by the university in the same academic year.Syllabus will be offered by Concern School department of the University.

OPEN ELECTIVE COURSE I – SELLING SKILLS

(University Core | School of Commerce)

Theory Course

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
U27OE011	**SELLING SKILLS**	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		02	-	-	02	-	-	02

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
U27OE011	**SELLING SKILLS**	FET-1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
		10	5	0	15	40%	35	-	50

Course Description: The Selling Skills course is designed to equip undergraduate students with essential skills and techniques needed to excel in the art of selling products or services. The course focuses on developing effective communication, persuasion, and relationship-building abilities, along

with an understanding of consumer behaviour. Students will learn the principles of successful selling in various contexts, including face-to- face interactions and virtual sales environments. The course emphasizes practical exercises, role-playing. And case studies to enhance students' selling capabilities and confidence.

Pre-requisites: Basic Communication Skills, Product & Service Knowledge , Goal-Setting Abilities.

Course Objectives:

1. To Develop a Solid Understanding of Sales Fundamentals.
2. To Enhance Communication and Active Listening Skills.
3. To Create and Deliver Compelling Sales Presentations.
4. To Implement Successful Closing Techniques.
5. To Analyze Sales Metrics for Performance Improvement.

Course Outcomes: after the end of this course students will able to

CO1 Explain basic concepts and principles of selling and its role in business.

CO2 Recognize customer needs, motives and buying behaviour tailor sales approaches accordingly.

CO3 Develop persuasive techniques and use selling process effectively to influence buying decisions positively.

CO4 Demonstrate relationship-building skills to foster long-term customer loyalty, ethical conduct and professionalism in selling practices.

CO5 Analyze and interpret sales metrics to assess performance.

Course Contents

Unit	Description	Hours
1.	**INTRODUCTION TO SELLING SKILLS:** Definition Nature & Importance of Personal Selling in Business; Difference between Personal Selling, Salesmanship & Sales Management, Theories of Selling; Traits of Successful Sales Professionals, Types of Selling Situations, Types of	6

	Salespersons, Limitations of Salesmanship.	
2.	**BUYING MOTIVES AND SALES FORCE MANAGEMENT :** Consumer Behaviour – Definition, Factors influencing Buying Behaviour, Buying Process, Industrial Buying Behaviour -Meaning & Process; Concept of Motivation, Maslow's Theory of Need Hierarchy, Dynamic Nature of Motivation; Buying Motives: Buying Motives & Their Uses in Personal Selling.	6
3.	**INTRODUCTION TO SELLING PROCESS:** Prospecting & Qualifying: Need and Methods; Pre approach: Sales Knowledge; Approach – Sales Presentation- Methods, Elements & Demonstration; Handling Objections: Categories & Techniques; Negotiation Styles & Techniques Closing the Sale: Techniques; Post Sale Follow-up & Activities.	6
4.	**SALES TERRITORY-** Sales Territory Concept, Reasons for Establishing Sales Territories, Sales Territory Planning, Selling Techniques for Online & Remote Interactions Use of Technology & Strategies, Setting Sales Objectives for Territories, Effective Communication within Territories, Customer Relationship Management (CRM) in Territory Management.	6
5.	**SALES REPORTS-** Reports & Documents; Sales Manual, Order Book, Cash Memo; Tour Diary, Daily & Periodical Reports; Ethical Aspects of Selling, Key Performance Indicators (KPIs) in Sales , Sales Data Collection and Analysis, Customer Segmentation and Analysis, Sales Forecasting Reports, Team Performance Reports, Effective Data Visualization Techniques.	6

Text Books

1 Develop a Solid Understanding of Sales Fundamentals.

2 Master Product Knowledge.

References

1 Anderson, Rolph. Personal Selling: Building Customer Relationships and Partnerships. United States, Kendall Hunt Publishing Company, 2014.

2 Charles Futrell: Fundamentals of Selling, McGraw Hill, 2007.

Internal Assessment (FET):

1. FET-1 should be based on first two modules and FET-2 should be based on next two modules, for 20 marks each.
2. Fifth module will be assessed for 10 marks separately.

End Semester Examination:

1. Question paper will comprise of 5 questions, each carrying 10 marks.
2. The duration of end semester examination shall be 2 hours.
3. The students need to solve all 5 questions.
4. Question No.1 will be compulsory and based on entire syllabus.
5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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CONSTITUTION OF INDIA

Theory Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U03VE001	**CONSTITUTION OF INDIA**	2	-	-	2	-	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester) FET/Term Work					End Semester Exam (ESE)		
		FET 1	FET 2	FET 3	Total	Min pass	Marks	Min pass	Total (Marks)
U03VE001	**CONSTITUTION OF INDIA**	10	5	-	15	40%	35	-	50

Student has to complete Constitution Of India Course offered by the university in the same academic year.
Syllabus will be offered by Concern School department of the University.

Co-curricular Course I

Practical Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U04CC0XX	**Co-curricular Course I**	-	4	-	-	2	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester) FET/Term Work					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U04CC0XX	**Co-curricular Course I**	-	-	-	50	40%	-	-	50

Course Outcomes: after the end of this course students will able to

CO1 **Demonstrate**[3]effective teamwork and leadership skills in club activities.

CO2 **Plan**[3]and organize club events, workshops, and activities.

CO3 **Collaborate**[3]with peers to achieve common goals within the club.

CL04 **Apply**[3] problem-solving strategies in club-related challenges if any and developeffective communication and interpersonal skills.

CL05 **Organise**[4] and executing the planned club events and workshops.

List Of Practical activities

1. Club Selection and Orientation
2. Team Building and Leadership
3. Event Planning and Organizing
4. Communication and Promotion
5. Club Event Execution
6. Club Collaborations and Networking
7. Creativity Showcase
8. Learning Assessment
9. Course Wrap-up and Future Plans

Evaluation Scheme

1. FEP assessment must be based on the overall performance of the student with every assignment graded from time to time.
2. The grades will be converted to marks as per 'credit and grading system' manual and should be added and averaged.
3. Based on above scheme grading and FEP assessment should be done

Universal Human Values-I

Theory Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U03VE002	**Universal Human Values-I**	2	-	-	2	-	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester) FET/Term Work					End Semester Exam (ESE)		
		FET 1	FET 2	FET 3	Total	Min pass	Marks	Min pass	Total (Marks)
U03VE002	**Universal Human Values-I**	-	-	-	-	-	-	-	Audit Course

Student has to complete Universal Human Values-I Course offered by the university in the same academic year. Syllabus will be offered by Concern School department of the University.

HOD SoC- FoCM | Academic Coordinator | Dean FoCM

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FACULTY OF COMMERCE &MANAGEMENT

SCHOOL OF COMMERCE

First Year Bachelor of Commerce Program Semester II: Teaching Scheme

CourseCode	CourseName	Teaching Scheme(Hrs/ week)			CreditsAssigned			
		Th	Pr	Tu	Th	Pr	Tu	TotalCredits
U27PC201	BusinessLaw	3	-	-	3	-	-	3
U27PC202	BusinessStatistics	3	-	-	3	-	-	3
U27PC203	BusinessStatistics Lab	-	2	-	-	1	-	1
U27SE201	ManagementAccounting	3	-	-	3	-	-	3
U27VS201	ComputerizedAccountingLab	-	4	-	-	2	-	2
U27DMXX01 OR UXXMM0XX	Discipline Specific Minor OR MultidisciplinaryMinorCourse I	2	-	-	2	-	-	2
U03AE001	ProfessionalCommunication	1	-	1	1	-	1	2
UXXOE02X	OpenElectiveCourseII	2	-	-	2	-	-	2
U01VE003	Environmenta Science	2	-	-	2	-	-	2
U04CC0XX	Co-curricularCourseII	-	4	-	-	2	-	2
Total		**16**	**10**	**1**	**16**	**5**	**1**	**22**

OpenElective-IIofferedby *DepartmentofCommerce*–U27OE021-FinancialLiteracy.

1Credit= 25 Marks,Weekly1 hour(60 min.)forTheory &2 hours(120 min.)forpractical. Th:Theory,Pr:Practical,Tu:Tutorial

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First Year Bachelor of Commerce Program Semester II: Evaluation Scheme

U27PC201. BUSINESSLAW

Course Code	CourseName	TheoryMarks					Practical/TutorialMarks		Total
		InternalAssessment				ESE	Term work /Tutorial	Practical /Oral/ P&OE	
		FET-1	FET-2	FET-3	Total				
U27PC201	BusinessLaw	10	10	5	25	50	-	-	75
U27PC202	BusinessStatistics	10	10	5	25	50	-	-	75
U27PC203	BusinessStatistics Lab	-	-	-	-	-	25	-	25
U27SE201	ManagementAccounting	10	10	5	25	50	-	-	75
U27VS201	ComputerizedAccountingLab	-	-	-	-	-	50	-	50
U27DMXX01 OR UXXMM0XX	Discipline Specific Minor OR MultidisciplinaryMinorCourseI	10	5	-	15	35	-	-	50
U03AE001	ProfessionalCommunication	10	5	-	15	35	-	-	50
UXXOE02X	OpenElectiveCourseII	10	5	-	15	35	-	-	50
U01VE003	EnvironmentalScience	10	5	-	15	35	-	-	50
U04CC0XX	Co-curricularCourseII	-	-	-	-	-	50	-	50

OpenElective- IIofferedby Department of Commerce–U27OE021 -FinancialLiteracy.

** Minimum passingis 40% forallcoursesandevaluationheadmentionedabove.FET–FacultyEvaluationfor Theory,TermWork,ESE-EndSemesterExamination, P/F– Pass/FailCourse,AU– AuditCourse.*

HOD **Dean**

FACULTY OF COMMERCE &MANAGEMENT

Theory Course **(ProgramCore | SchoolofCommerce)**

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			**Total Credits**
		Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U27PC201	**Business Law**	3	-	-	3	-	-	3

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U27PC201	**BUSINESS LAW**	10	10	5	25	40%	50	40%	75

Course Description: Introduction to law, its social forces and agencies for enforcement; effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; and personal property

Pre-requisites: Understanding of business and legal environment in the Indian context etc.

Course Objectives:

1. To provide the brief idea about the frame work of Indian Business Laws.
2. To orient students, about the legal aspects of business.
3. To familiarize the students with case law studies related to Business Laws
4. To impart basic knowledge of the important business laws along with relevant case laws.
5. To enable the students to understand the Legal Remedies available in the Law to the Business and other People.

Course Learning Outcomes:

After the end of this course, students will able to

CO1 Describe[2] the meaning and essential elements of Indian contract act.

CO2 Apply[3] the rules of Sales of Goods Act in sale and purchase transactions.

CO3 Analyse[4] the characteristics of Negotiable Instruments.

CO4 Interpret[3] the rules of IT Act in India.

CO5 Interpret[3] the rules of Consumer Protection Act in India.

Course Contents

Unit	Description	Hours
	Indian Contract Act, 1872-I& II:	
1	Meaning of Business Law- Sources of Business Law- Formation of Contract- Essentials of a Valid Contract Indian Contract Act, 1872-II Performance of Contract-Discharge of Contract and Remedies for Breach of Contract. Partnership Act	9
	Sale of Goods Act, 1930:	
2	Essentials of contract of Sale of Goods- Conditions and Warranties- Performance of Contract of Sale-Unpaid Seller and his rights.	9
	Negotiable Instruments Act, 1881:	
3	Negotiable Instruments: Meaning and Characteristics-Kinds of Negotiable Instruments-Holder and Holder in due course-Transferability and Assignment of Negotiable Instruments-Crossing of Cheque and Bouncing of Cheque.	9
	Information Technology Act:	
4	Introduction, Information Technology (Amendment) Act, 2008, 2013, 2018 Electronic Governance, Digital Signatures, Offences.	9
	Consumer Protection Act:	

5	Introduction, Definitions, Rights of consumers, nature and scopeofcomplaints, Remedies available to consumers, Right to Information Act 2005	9

TEXT BOOKS-

1. Business Law, Garg K.C., Saareen,Sharma, Kalyani Publishers
2. Legal Aspects of Business, Kumar, R. Cengage Learning.

REFERENCES:

1. Arora Sushma – Business Law – Taxmann Publication

2. Jena B and Mohapatra ,A Book of Business Laws--Himalaya Publishing House Press

1. Internal Assessment (FET):

1. FET-1 should be based on first two modules and FET-2 should be based on next two modules, for 10 marks each.
2. Fifth module will be assessed for 5 marks separately as FET-3.

2. End Semester Examination:

1. Question paper will comprise of 5 questions, each carrying 10 marks.
2. The duration of end semester examination shall be 2 /3/ 4 hours.
3. The students need to solve all 5 questions.
4. Question No.1 will be compulsory and based on entire syllabus.
5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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FACULTY OF COMMERCE &MANAGEMENT

BUSINESS STATISTICS

(Program Elective | School of Commerce)

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			**Total Credits**
U27PC202	**Business Statistics**	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		3	-	-	3	-	-	3

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
U27PC202	**Business Statistics**	FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
		10	10	5	25	40%	50	40%	75

Course Description: Business Statistics is a course in the Bachelor of Commerce program that introduces students to the principles and concepts of statistics in the context of business organizations. It is aimed at assisting students to understand importance of decision support provided by analysis techniques.

Pre-requisites: Connections with Subjects in the current or future courses

Course Objectives:

1. To know statistical techniques
2. To understand different statistical tools
3. To understand importance of decision support provided by analysis techniques
4. To appreciate and apply it in business situations using caselets, modeling, cases and projects
5. To understand Managerial applications of Statistics

FACULTY OF COMMERCE &MANAGEMENT

Course Learning Outcomes:

After the end of this course, students will able to

CO1 Demonstrate[1] the statistical concept of data classifying, tabulating and presenting techniques used for decision making in organizations.

CO2 Interpret[2] the statistical concept of Measures of Central tendency

CO3 Apply[2] the statistical concept of Measures of Dispersion

CO4 Identify[5] the relations between real life variable by using correlation techniques.

CO5 Identify[5] the relations between real life variable by using Regression technique

Course Contents

Unit	Description	Hours
	Basics of Statistics:	
1	Introduction to Statistics and Statistical Methods; Characteristics of Statistics; Functions of Statistics; Limitations of Statistics, Types of Data, Data Collection, Classification, Tabulation and Presentation. Presentation of Data: Bar Diagram, Pie Diagrams, Histograms, Frequency Polygons, OGIVE curve..	9
	Measures of Central Tendency:	
2	Introduction, Requisites for measures of tendency, Arithmetic Mean, Geometric Mean, Harmonic Mean, Computation of Median and Mode, Selection of & Limitation of averages.	9
	Measures of Dispersion:	
3	Absolute and Relative Measures of Dispersion: Range, Quartile deviation,	9

	Average deviation, Standard deviation and Relative Measure- Coefficient of Variation.	
	Correlation Analysis:	
4	Correlation Analysis: Meaning and significance. Types of correlation. Methods of studying simple correlation - Karl Pearson's coefficient of correlation, Spearman's Rank correlation coefficient	9
	Regression Analysis:	
5	Meaning and significance of regression, Linear Regression, Regression lines equations.	9

TEST BOOKS:

1. N.D. Vohra, Quantitative Techniques in Management ,Tata McGraw hill Education 2006

2. S. R. Arora .& Dinesh Khatter, Business mathematics with applications:.

3. Hair, Multivariate Data Analysis, 7E, Pearson Education India, 2014.

REFERENCES:

1. Asthana&BrajBhushan, Statistics for Social Sciences (With SPSS Applications), 2017

2. Richard Levin, Davis S Rubin, Sanjay Rastogi, M H Siddiqui, Statistics for Management, 7E, Pearson Education India, 2012.

3. Data Analysis and Decision Making Albright, Winston, Zappe, Thomson

Internal Assessment (FET):

1. FET-1 should be based on first two modules and FET-2 should be based on next two modules, for 10 marks each.
2. Fifth module will be assessed for 5 marks separately as FET-3.

End Semester Examination:

1. Question paper will comprise of 5 questions, each carrying 10 marks.
2. The duration of end semester examination shall be 2 /3/ 4 hours.
3. The students need to solve all 5 questions.

4. Question No.1 will be compulsory and based on entire syllabus.
5. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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Established as a State Private University under Govt. of Maharashtra Act no. XL dated 3rd May 2017
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FACULTY OF COMMERCE &MANAGEMENT

BUSINESS STATISTICSLAB

(ProgramElective |SchoolofCommerce)

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credit
U27PC203	Business Statistics Lab	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
		-	02	-	-	01	-	01

Evaluation Scheme

Course Code	Course Name	In Semester Evaluation		End Semester Exam (OE/POE)		
U27PC 203	Business Statistics Lab	Term Work	Min pass %	Marks	Min pass %	Total (Marks)
		25	40	-	-	25

Course Outcomes: after the end of this course students will able to

CO1 **Apply**[3]thestatisticalconceptinexceltodataclassifying,tabulatingand Presentingtechniquesusedfordecisionmakinginorganizations.

CO2 **Identify**[5]theequalityinbusinessvariablesusingMeasuresofCentraltendency

CO3 **Discover**[2]thedifferencesinbusinessvariablesusingconceptofMeasuresof Dispersion

CL04 **Identify**[5]therelationsbetweenreallifevariablebyusingcorrelationand RegressiontechniquesinExcel.

CL05 **Analyse**[4]the business data and prepare for business decision.

List Of Practical/Experiments

1. Assignment on CreatingandRenamingWorksheets.
2. Assignment on CopyingandMovingaWorksheet
3. Assignment on InsertingandDeletingRowsandColumns.
4. Assignment on preparationoffrequencytable,DataVisualization.

5. Preparation of varioustypesofchartslikeColumncharts,Barcharts,Piecharts.
6. Introduction FrequencyDistribution.
7. Calculationsforpercentages using formulas.
8. CalculationforAveragedeviation,Standarddeviation,andRelativeMeasure-CoefficientofVariation.
9. Measuresof central endandmeasuresofdispersions.

Text Book

1 Roger E. Kirk Statistics: An Introduction, Fifth Edition, Thomson-Wadsworth Publication.
2 Mc Clave, Benson and Sincich, Statistics for Business and Economics, Eleventh Edition, Prentice Hall Publication.
3 S.P. Gupta , Statistical Methods, S. Chand Publication.

References

1. N.D.Vohra, QuantitativeTechniquesinManagement, TataMcGrawhillEducation2006
2. S.R.Arora&DineshKhatter,Businessmathematicswithapplications:
3. Hair, Multivariate Data Analysis, 7E, Pearson Education India, 2014.
4. Asthana&BrajBhushan,StatisticsforSocialSciences(WithSPSSApplications),2017
5. RichardLevin,DavisSRubin,SanjayRastogi,MHSiddiqui,StatisticsforManagement,7E,PearsonEducationIndia,2012.

Internal Assessment (Term Work/ FET):

1. Term work will be based on 5 units for 5 marks each

End Semester Examination: NA

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FACULTY OF COMMERCE &MANAGEMENT

MANAGEMENT ACCOUNTING

(Program Core| School of Commerce)

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			**Total Credits**
	Management	Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U27SE201	**Accounting**	3	-	-	3	-	-	3

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U27SE201	**MANAGEMENT ACCOUNTING**	10	10	5	25	40%	50	40%	75

Course Description: Cost Accounting is a course in the Bachelor of Commerce program that introduces students to the principles and concepts of cost accounting in the context of business organizations. The course aims to provide students with a comprehensive understanding of the cost accounting process, understanding material, labour and overheads cost.

Pre-requisites: Forms of business organisation, nature of manufacturing and service sectors

Course Objectives:

1. To make the students to know the Process of Accounting for Cost Elements.

2 To understand the advantages of Costing to the Stakeholders, Workers, Creditors and the Public.

3. Understand various components of cost like material, labour and overheads cost.

4. To understand Activity based cost allocation.

5. To understand the preparation procedure of Cost Sheet

Course Learning Outcomes:

After the end of this course, students will able to

CO1 Understand[2] the different types of costs of production.

CO2 Prepare[3] the records of cost affairs of business.

CO3 Calculate[4] the material cost.

CO4 Calculate[4] the labour cost.

CO5 Calculate[4] the Overhead cost

.

Course Contents

Unit	Description	Hours
	Introduction to Cost Accounting:	
1	Meaning, objectives and advantages of cost accounting; Difference between cost accounting and financial accounting; Cost concepts and classifications; Elements of cost; Preparation of Cost Sheet.	9
	Elements of Material Cost:	
2	Material/inventory control techniques. Accounting and control of purchases, storage and issue of materials. Methods of pricing of materials issues —FIFO, LIFO, HIFO, Simple Average, Weighted Average, Replacement.	9
	Elements of Labour Cost(I):	
3	Accounting and Control of labour cost. Time keeping and time booking. Concept and treatment of idle time, over time, labour turnover and fringe benefits.	9
	Elements of Labour Cost(II):	
4	Methods of wage payment and the Incentive schemes- Halsey, Rowan, Taylor‘s	9

	Differential piece wage.	
	Elements of Overheads Cost :	
5	Classification, allocation, apportionment and absorption of overheads; Under- and over-absorption; Capacity Levels and Costs; Treatments of certain items in costing like interest on capital, packing expenses, bad debts, research and development expenses; Activity based cost allocation.	9

TEXT BOOKS:

1. Maheshwari, S.N. and S.N. Mittal. Cost Accounting: Theory and Problems. ShriMahavirBook Depot, New Delhi.2016

2. Jain, S.P. and K.L. Narang. Cost Accounting: Principles and Methods. Kalyani Publishers, 2017.

3. Arora, M.N. Cost Accounting – Principles and Practice. Vikas Publishing House, NewDelhi.2017

4.DatarSrikant M., Madhav V. Rajan, Cost Accounting: A Managerial Emphasis, PearsonEducation.2015

REFERENCES:

1. Murthy A &GurusamyS,CostAccounting,Vijay Nicole Imprints Pvt .Ltd .Chennai

2. Reddy,T.S.andHariprasad Reddy, Y, Cost Accounting, Margam Publications

3. Prasad,N.K and Prasad,V.K,Cost Accounting, Book Syndicate

4. Saxena and Vashist, Cost Accounting Sultan Chand and Sons,2014, NewDelhi

3. Internal Assessment (FET):

3. FET-1 should be based on first two modules and FET-2 should be based on next two modules, for 10 marks each.
4. Fifth module will be assessed for 5 marks separately as FET-3.

4. End Semester Examination:

6. Question paper will comprise of 5 questions, each carrying 10 marks.
7. The duration of end semester examination shall be 2 /3/ 4 hours.

8. The students need to solve all 5 questions.
9. Question No.1 will be compulsory and based on entire syllabus.
10. Remaining question (Q.2 to Q.5) will be selected from all the modules.

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FACULTY OF COMMERCE &MANAGEMENT

.COMPUTERIZED ACCOUNTING LAB

(ProgramElective |SchoolofCommerce)

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credit
		Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U27VS201	Computerized Accounting lab	-	04	-	-	02	-	02

Evaluation Scheme

Course Code	Course Name	In Semester Evaluation		End Semester Exam (OE/POE)		
		Term Work	Min pass %	Marks	Min pass %	Total (Marks)
U27VS201	Computerized Accounting lab	50	40	-	-	50

Course Description :-The course content is going to teach students in detail on how to manage and account, Inventory and payroll in Tally. Tally ERP 9 Software provides you with powerful error prevention, detection and correction capabilities, making your GSTR-1 and GSTR-3B filing seamless. Tally is the best option to implement GST in your business. In this course we have explained each topic in detail that how to implement GST in Tally and Generate all returns automatically such as GSTR-1, GSTR-2, GSTR-3B and other reconciliation as well.

Course Outcomes: after the end of this course students will able to

CLO1 **Identify**[2]and**apply**[3]toolsofcompanycreationinTally

CLO2 **Identify**[2]and**apply**[3]toolsofInventoryManagement inTally

CLO3 **Identify**[2]and**apply**[3]toolsof Manufacturing JournalinTally

CLO4 **Identify**[2]and**apply**[3]tagsofInterest CalculationandPayrollinTally

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Unit	Description	Hours
	Introduction toComputerisedAccounting	
1	Introduction,ImportanceandFeaturesofComputerisedAccounting, Advantagesanddisadvantages,ImportanceandFeaturesofComputerisedAccounting, Difference betweenManualAccountingand ComputerisedAccounting .Creation/SettingupofCompanyinTally,Alterationof Company, CompanyFeaturesandConfiguration Practical on Introduction to TALLY ERP 9,CompanyCreationinTally, Ledgerand GroupCreation.	6
	AccountingandInventoryMasters	
2	ManagingLedgerand Groups– Creation,DisplayandAlterationof SingleorMultipleLedgersandGroups Stock Items:Creation, Display andAlterationofSingleorMultiple StockItems,Units of Measures :Creation, Display andAlteration ofUnitsof Measures Create,Display,AlterandDelete– Single or MultipleStockGroupsand StockCategories Practical on inventory Management and GST VoucherEntry, Purchase Ledger with GST, Sales Ledger with GST .	6
	AccountingandInventoryVouchers	
3	AccountingVouchers–Introduction–TypesofVouchers InventoryVouchers– Introduction–TypesofInventoryVouchers Recordingoftransactionsin Tally: AccountingVoucherandInventory VoucherEntryusingTally(JournalEntryinTally) Cost Center in Tally, Cost Center Classes , Manufacturing Journal Practical on Cost Centers in Tally	6
	DisplayandPrintingofReport	

4	DisplayandPrintingofReports– DayBook,CashBook,PurchaseRegister,SalesRegister, JournalRegisterandLedgerAccounts, StatementofAccounts DisplayandPrintingofReports–TrialBalance,Profitand LossAccount AndBalanceSheet	6
	Practical on BackupandRestore,SplitCompanyData, ImportandExportof Data,RewriteData,e-maila report,Uploadingthereports	

Evaluation Scheme

1. Term work assessment shall be based on the overall performance of the student with every assignment graded from time to time.
2. Assignment from term work should cover all units.
3. Based on above scheme grading and Termwork assessment should be done.

Internal Assessment (FET):

1. Term work will be based on 5 units for 10 marks each

REFERENCEBOOKS

1. TallyEducationPvt.Ltd.,TallyACE,Sahaj Enterprises,2019ISBN: 978-81-934845-5-5
2. TallyEducationPvt.Ltd,TallyPROVol.1,Sahaj Enterprises,2019 ISBN: 978-81-934845-2-4
3. SanjaySatpati,Tally.ERP9Book(Advanced Usage)(GSTUpdated), Swayam Education,202z

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FACULTY OF COMMERCE &MANAGEMENT

Theory Course

Consumer Behaviour

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U27MM011 OR UXXMM0XX	**Consumer Behaviour OR MULTIDISCIPLINARY MINOR COURSE I**	02	-	-	02	-	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U27MM011 OR UXXMM0XX	**Consumer Behaviour OR MULTIDISCIPLINARY MINOR COURSE I**	10	5	-	15	40%	35	40%	50

Course Outcomes: At the end of this course students will be able to
CO 1 Understand1 the concepts of Consumer Behavior
CO 2 Determine2 the role played by various factors in consumer decision making process
CO 3 Analyze4 the tools used by consumers in decision making
CO 4 Interpret3 the various sources of influence on consumers in decision making
CO 5 Explain2 the impact of attitude on consumer behavior.
CO 6 Apply3 knowledge to solve relevant case studies

Unit	Description	Hours
	Introduction to Consumer Behavior:	
1	Introduction and Concept:- Market Strategy and Consumer Behavior, Consumer Decision Process.	6

	Culture and Consumer Behavior:	
2	Meaning of Culture, Characteristics of Culture, Function of Culture, Types of Culture Social Class and Status, Motivation and Consumer Behavior: - Introduction, Motives and Motivation, Consumer Motives:- Personal ,Social Motives..	6
	Factors Influencing Purchase Decision of a Consumer	
3	Personality, Self-Concept, Life-Style, Psychographics, Reference Group Group and Consumer Behaviour:- Introduction, of Groups, Advantages and Disadvantage of Groups, Reference Group.	6
	Perception and Consumer Behavior:	
4	Introduction, Meaning, Nature, Importance and Limitation of Perception. Determining Consumer Buying Behavior:-Consumer Purchase Decision.	6
	Attitude and Consumer Behavior:-	
5	Meaning of Attitude, Nature and Characteristics of Attitude, Types of Attitude, Sources of Influence on Attitude Formation.	6

- **Internal Assessment (FET & Term Work):**

1. FET1 should be based on first four Units for 10 marks.
2. FET2 should be based on fifth Unit for 5 marks.

3. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**
  1. Question paper will comprise of 5 questions, each carrying 7 marks.
  2. The duration of end semester examination shall be two hours.
  3. The students need to solve all 5 questions.
  4. Question No.1 will be compulsory and based on entire syllabus.
  5. Remaining question (Q.2 to Q.5) will be selected from all the modules.
  6. Remaining question (Q.2 to Q.5) will be selected from all the modules.

BOOKS

1. David Loudon, Albert J. Della Bitta, Consumer Behaviour, 4th edition, McGraw Hill Education, 2017
2. Richard P Bagozzi, ZeynepGirhan- Canli, Joseph R.Priester, The Social Psychology of Consumer Behavior, McGraw Hill Education, 2009
3. DurairajMaheswaran, Thomas Puliyel, Understanding Indian Consumers, Oxford University Press, 2017

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FACULTY OF COMMERCE &MANAGEMENT

Theory Course

Entrepreneurship Development

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U27MM021 OR UXXMM0XX	**Entrepreneurship Development OR MULTIDISCIPLINARY MINOR COURSE I**	02	-	-	02	-	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U27MM021 OR UXXMM0XX	**Entrepreneurship Development OR MULTIDISCIPLINARY MINOR COURSE I**	10	5	-	15	40%	35	40%	50

Course Outcomes: At the end of this course students will able to

CO 1 Understand1 the importance of entrepreneurship as a tool for development, the basic concepts of entrepreneurship and it"s role in Economic Development.

CO 2 Develop6 capabilities and skills necessary to assume entrepreneurial activity.

CO 3 Analyze5 the challenges and role of Small Scale Industries in economic development.

CO 4 Demonstrate3 the ability to identify and evaluate business opportunities and trends

CO 5 Design6 business plan.

CO 6 Describe2and distinguish3 the Financial Sources for Startups and institutional support to entrepreneurship.

FACULTY OF COMMERCE &MANAGEMENT

Unit	Description	Hours
	Introduction to Entrepreneur and Entrepreneurship:	
1	Meaning of Entrepreneur, Entrepreneurial Traits, Entrepreneur vs. Manager, Entrepreneurvs. Intrepreneur. Meaning of Entrepreneurship and Entrepreneurship Development, role of Entrepreneurship in Economic Development.	6
	Types of Entrepreneurs and Their Success Stories	
2	Type of Business; Personality Type; Entrepreneur and Stages of Development; Social Entrepreneur; Rural Entrepreneurs; Women Entrepreneurship and Others.	6
	Small Scale Enterprises	
3	Characteristics and Significance, Role in Economic Development, SSE in Indian Environment, Assistance for SSC, Sickness in SSC, Export potential of SSC	6
	Business Opportunity Identification	
4	Entrepreneurial Decision Process, Sources of Business ideas, Methods of generating ideas, opportunity recognition, Select and screen a business idea.	6
	Preparing a Business Plan:	
5	Meaning and significance of a business plan, components of a business plan, and feasibility study, Mistakes of Entrepreneurship and how to avoid them; Entrepreneurial Failure. Financial Sources for Startups,Role and Functions of: Directorate of Industries, District Industries, Centers(DICs), Industrial Development Corporation (IDC), Small Scale IndustriesDevelopment Corporations (SSIDCs), Khadi and Village Industries Commission (KVIC), National Small Industries Corporation (NSIC), Small	6

	Industries Development Bank of India (SIDBI).	

- **Internal Assessment (FET & Term Work):**

4. FET1 should be based on first four Units for 10 marks.
5. FET2 should be based on fifth Unit for 5 marks.
6. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**

7. Question paper will comprise of 5 questions, each carrying 7 marks.
8. The duration of end semester examination shall be two hours.
9. The students need to solve all 5 questions.
10. Question No.1 will be compulsory and based on entire syllabus.
11. Remaining question (Q.2 to Q.5) will be selected from all the modules.
12. Remaining question (Q.2 to Q.5) will be selected from all the modules.

BOOKS

1. AlpanaTrehan, Entrepreneurship, Dreamtech Press, 2015
2. Marc Dollinger, Entrepreneurship: Strategies and Resources, 3/E -: Prentice Hall
3. Dr. S.S. Khanka, Entrepreneurship Development, S Chand & Company Pvt. Ltd. 2013
4. Kathleen R. Allen, Bringing New Technology to Market, Prentice Hall
5. Mary Coulter, Entrepreneurship in Action, 2/E, Prentice Hall

FACULTY OF COMMERCE &MANAGEMENT

Professional Communication

Teaching Scheme

Course Code	Course Name	Teaching Scheme			Credits Assigned			
		Th	Pr	Tu	Th	Pr	Tu	Total credits
U03AE001	Professional Communication	1	-	1	1	-	1	2

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		T1	T2	FET	Total	Min pass	Marks	Min pass	Total (Marks)
U03AE001	Professional Communication	10	-	05	15	40%	35	40%	50

Course Description: This subject is designed to develop the English Communicative capacity required in social and professional life. The students will excel in professional communication that will help them in the academia and the world of practical affairs.

Course Objectives:

1. **To acquaint learners with the process of communication.**
2. **To train learners to effectively apply LSRW skills in professional life.**

Course Outcomes: At the end of this course students will be able to:

CO01	Identify the importance of communication in formal situations.
CO02	Analyze the process and forms of communication.
CO3	Apply LSRW skills for effective communication in professional life.

Syllabus

FACULTY OF COMMERCE &MANAGEMENT

Module	Unit	Description	Hours
1.0		**Communication Theory**	
1	1.1	Communication:Concept and Its Meaning, Process, Types: Verbal and Non-verbal Communication,	03
	1.2	Use of Body Language in Communication and Grooming,	
	1.3	Levels and Networks of Communication: Formal and Informal,	
	1.4	Flows of Communication, Barriers to Communication, ways to overcome different barriers, and Technology in Communication.	
2.0		**Listening Skills**	
2	2.1	Importance of effective Listening, Listening and Hearing	03
	2.2	Process of Listening, Barriers to Effective Listening	
	2.3	Types of Listening, Techniques of effective Listening	
3.0		**Speaking Skills**	
3	3.1	Public Speaking styles: ceremonial, persuasive, demonstrative and informative speaking.	03
	3.2	Public Speaking Techniques, Elements of Public Speaking	
	3.3	Extempore and Prepared Speech, Group Discussion: GD Types, Skills, Do's Don'ts. Roles in GD, Debate,	
4.0		**Reading Skills**	

4	4.1	Types of reading	03
	4.2	Techniques for effective Reading	
	4.3	SQ3R Technique	
5.0		**Writing Skills**	
5	5.1	Seven C's of Communication	03
	5.2	Business Letters, Types of Business Letters	
	5.3	Cover Letter & Résumé	

Note: Practical and Tutorial will be conducted based on the above content.

- Internal Assessment (T1, T2 and FET):
  1. T1 should be based on first two modules for 10 marks
  2. FET shall be assessed for 5 marks separately.
- End Semester Examination:
  1. Question paper will comprise of 5 questions, each carrying 7 marks.
  2. The duration of end semester examination shall be two hours.
  3. The students need to solve all questions.
  4. Question No.1 will be compulsory and based on entire syllabus.

5.Remaining question (Q.2 to Q.5) will be selected from all the modules.

Text Book: Chadha, R.K.,Communication Techniques and Skills,DhanpatRai Publications, 2014

References:

1. Raymond Murphy, Essential English Grammar: A Self-Study Reference and Practice Book for Elementary Students of English with Answers, Cambridge University Press

2. Green, David. Contemporary English Grammar –Structures and Composition. MacMillan India. 2014 (Print)
3. Fitikides, T. J. *Common Mistakes in English*. London: Orient Longman, 1984.
4. Technical Writing & Professional Communication for non-native speakers of English by Thomas N. Huckin& Leslie A. Olsen, McGraw –Hill.
5. Mastering Communication by Nicky Stanton, Palgrave Master Series
6. Meenakshi Raman &Sangita Sharma, Technical Communication; Principles and Practice, Oxford University Press.
7. M Ashraf Rizvi, Effective Technical Communication, Tata McGraw-Hill Education
8. Martin Hewings. Advanced Grammar in Use. Cambridge University Press, 2013.
9. Michael Swan. Practical English Usage. 3rd ed. OUP, 2005.
10. John Seely. The Oxford Guide to Effective Writing and Speaking. OUP, 200

Websites

http://esl.about.com/od/englishtestsandquizzes/
https://learnenglish.britishcouncil.org/en/content
https://www.englishclub.com/grammar/quizzes.htm
https://englishdost.com/blog/language-learning-perfect-solution/
https://englishdost.com/blog/category/english-for-beginners/

http://www.selfgrowth.com/comm.html

U0XOE02XX.OPEN ELECTIVE COURSE II

(University Core | School of Liberal Arts)

FACULTY OF COMMERCE &MANAGEMENT

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned			Total Credits
		Theory	Practical	Tutorial	Theory	Practical	Tutorial	
U0XOE02XX (U27OE021)	OPEN ELECTIVE COURSE II (Financial Literacy)	02	-	-	02	-	-	02

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET-1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U0XOE02XX (U27OE021)	OPEN ELECTIVE COURSE II ((Financial Literacy)	10	05	-	15	40%	35	-	50

Learning Objectives

The Learning Objectives of this course are as follows:
• Familiarity with different aspects of financial literacy such as savings, investment, taxation, and insurance
• Understand the relevance and process of financial planning
• Promote financial well-being

Learning outcomes
The Learning Outcomes of this course are as follows:
• Develop proficiency for personal and family financial planning
• Apply the concept of investment planning
• Ability to analyse banking and insurance products
• Personal tax planning

Unit	Description	Hours
	Financial Planning and Financial Products	

1	• Introduction to Saving • Time value of money • Management of spending and financial discipline	6
	Banking and Digital Payment	
2	Banking products and services Digitisation of financial transactions: Debit Cards {ATM Cards) and Credit Cards., Net banking and UPI, digital wallets • Security and precautions against Ponzi schemes and online frauds	6
	Investment Planning and Management	
3	Investment opportunity and financial products • Insurance Planning: Life and non-life including medical insurance schemes	6
	Personal portfolio Management	
4	Investment Options:Bank FD,Mutual funds,Insurance,PPF,SukanyaSumrudhi Scheme, Government securities.	6
	Personal Tax	
5	Introduction to basic Tax Structure in India for personal taxation • Aspects of Personal tax planning • Exemptions and deductions for individuals • e-filing	6

- **Internal Assessment (FET & Term Work):**

7. FET1 should be based on first four Units for 10 marks.
8. FET2 should be based on fifth Unit for 5 marks.
9. Term Work will be based on all Units for 25 marks.

- **End Semester Examination:**

13. Question paper will comprise of 5 questions, each carrying 7 marks.
14. The duration of end semester examination shall be two hours.
15. The students need to solve all 5 questions.
16. Question No.1 will be compulsory and based on entire syllabus.
17. Remaining question (Q.2 to Q.5) will be selected from all the modules.
18. Remaining question (Q.2 to Q.5) will be selected from all the modules.

ENVIRONMENTAL SCIENCES

FACULTY OF COMMERCE &MANAGEMENT

Theory Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U01VE003	**ENVIRONMENTAL SCIENCES**	02	-	-	02	-	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester)					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U01VE003	**ENVIRONMENTAL SCIENCES**	10	5	-	15	40%	35	40%	50

Course offered by the university in the same academic year.Syllabus will be offered by Concern School department of the University.

Co-curricular Course II

FACULTY OF COMMERCE &MANAGEMENT

Practical Course

Teaching Scheme

Course code	Course name	Teaching Scheme (Hr/week)			Credits Assigned		
		Theory	Practical	Tutorial	Theory	Practical	Tutorial
U04CC0XX	**Co-curricular Course II**	-	4	-	-	2	-

Evaluation Scheme

Course Code	Course Name	Evaluation Scheme (In Semester) FET/Term Work					End Semester Exam (ESE)		
		FET- 1	FET-2	FET-3	Total	Min pass	Marks	Min pass	Total (Marks)
U04CC0XX	**Co-curricular Course II**	-	-	-	50	40%	-	-	50

Student can opt any one Co-curricular Course offered by the university in the same academic year.

Syllabus will be offered by Concern School department of the University and course will be delivered in workshop mode.

HOD SoC- FoCM Academic Coordinator Dean FoCM