

B. Com.

Syllabus

SEMESTER I

English Language Skills (BCL 1.E)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
Objectives: <ol style="list-style-type: none">1. Introducing great Entrepreneurs2. Developing Communication Skills3. Developing Grammar and Vocabulary Components			

Unit	Contents
I	Great Entrepreneurs Akio Morita, Dhirubhai Ambani, Louis Braille, Rahul Bajaj, Ratan Tata, Steve Jobs
II	Communication: <ul style="list-style-type: none">• Definition, importance, nature , scope• Elements of the Communication Process- Sender, Channel, Message, Receiver and Feedback• Methods of Communication- Verbal & Non-Verbal• Types of Communication- Formal and Informal, Dyadic & Group, Electronic & Print• Directions of Communication- Vertical, Horizontal, Diagonal• Barriers to effective communication• Communication Networks
III	Grammar <ul style="list-style-type: none">• Parts of Speech• Types of Sentences• Tenses• Transformation of Sentences- Interrogative-Assertive; Affirmative-Negative; Exclamatory-Assertive Question tag; Inter-change of Degree etc.
IV	Vocabulary <ul style="list-style-type: none">• Formation of words: Primary words, compound words, primary derivatives, secondary derivatives (Pre-fixes/suffixes)• Formation of nouns from verbs/adjectives; adjectives from nouns/verbs
Books Recommended:	
1. Unit I – A Text-Book 1) 'Modern Trailblazers' Eds- A.Dhote & H.Dhote, Published by- Orient Blackswan.	

2. Unit II - Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)
3. Unit III -High School English Grammar & Composition– Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand)
4. Unit IV -English Vocabulary in Use- Michael McCarthy & Felicity O'Dell
5. Unit IV- Macmillan Foundation English, R. K. Dwivedi, Macmillan Publisher.

SEMESTER I

Supplementary English (BCL 1.SE)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
Objectives: <ol style="list-style-type: none"> 1. To help students develop the language skills through the study of prose and poetry 2. To encourage students to appreciate language and literature in its various forms 3. To strengthen the grammar/vocabulary components for competitive examinations 			

Unit	Contents
I	Essays: 1. Good Manners 2. Tosted English 3. Why is the sea Blue 4. On Forgetting 5. The Gift of Magi from the text book "Plumage".
II	Poetry: 1. Money Madness 2. Stay Calm 3. Father Willian 4. If 5. Where the Mind is without Fear from the text book "Plumage".
III	Story of My Experiments with Truth by Gandhiji (Abridged version by Mahadeo Desai) Part I 1-68 pages.
IV	Essay Writing
Books Recommended: <ol style="list-style-type: none"> 1. Unit I & II - "Plumage", Dr. Vivek Vishwarupe (Board of Editors), Orient Black Swan. 2. Unit III - Story of My Experiments with Truth (abridged version) 3. Unit IV - For Essay & General English-High School English Grammar & Composition– Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand) 	

SEMESTER I

Hindi (BCL 1.H)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्देश्य:- 1. कोई भी भाषा मनुष्य को परिष्कृत, परिमार्जित और संस्कारित बनाकर उसके व्यक्तित्व के गुणों की सुवास को समाज में फैलाती है।			
2. आधुनिकता के इस युग में समय की माँग को देखकर युग के साथ कदम से कदम मिलाकर चलने के			

लिए हिन्दी ने अपने पुरातन रूप को परिवर्तित कर व्यवहारिक हिन्दी को अपनाया।

3. इस व्यवहारिक हिन्दी के माध्यम से हिन्दी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। चरित्र निर्माण के साथ वैश्वीकरण के इस युग में व्यक्ति हिन्दी को जीविकोपार्जन का साधन भी बना सकता है।

Unit	Contents
I	गद्य विभाग:- पाठ्य पुस्तक:-“साहित्य वीथिका” भाग-1 1) गपशप- निबंध- नामवर सिंह 2) सच्ची वीरता- निबंध- सरदार पूर्णसिंह 3) कफन - कहानी -प्रेमचंद 4) चीफ की दावत- कहानी - भीष्म साहनी 5) शरणागत- कहानी- वृन्दावनलाल वर्मा लोकोक्ति- पाठ्य पुस्तक से
II	पद्य विभाग:- पाठ्य पुस्तक:- “साहित्य वीथिका” भाग-1 1) कबीर के दोहे - कबीरदास 2) बाल लीला - सूरदास 3) भक्ति, नीति के दोहे -बिहारी 4) वर दे, वीणावादिनी वर दे- सूर्यकान्त त्रिपाठी निराला 5) हिमाद्रि तुंग श्रृंग से - जयशंकर प्रसाद।
III	सत्य के प्रयोग - गाँधी जी की आत्मकथा पृष्ठ 1 - 80 प्रथम भाग- नवजीवन प्रकाशन मंदिर अहमदाबाद- गुजरात
IV	व्यावहारिक हिन्दी :- 1 समकालीन राष्ट्रीय, सामाजिक तथा आर्थिक समस्याओं पर आधारित निबंध । (किन्ही चार में से एक विषय पर - शब्द सीमा 200 से 250 तक) 2 पत्र व्यवहार (कार्यालयीन, वाणिज्य विषयक, सरकारी
Books Recommended:	
पाठ्यपुस्तक:- “साहित्य वीथिका” भाग-1	
सत्य के प्रयोग - गाँधी जी की आत्मकथा पृष्ठ 1 - 80 प्रथम भाग	

SEMESTER I

Marathi (BCL 1.M)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्दिष्ट:-			
1 भाषा मानवाला परिष्कृत, परिमार्जित आणि संस्कारित बनवून त्यांच्या व्यक्तित्व गुणांचा सुवास समाजामध्ये पसरविण्याचे कार्य करीत असते.			
2 विद्यार्थ्यांना उद्यमशील प्रेरणे बरोबरच मानवी जीवनातील उच्च मूल्यांची ओळख करून देणे.			
3 वैश्वीकरणाच्या युगात चारित्र्यनिर्मिती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सिद्ध करण्यासाठी			

	व्यावहारिक मराठीला उपजिविकेचे साधन म्हणून स्विकारणे.
4	मराठी भाषेचा अभ्यास करणा-या व त्यासोबतच स्पर्धापरीक्षेची तयारी करणा-या विद्यार्थ्यांमध्ये निबंध लेखनाचे कौशल्य विकसित करणे.

Unit	Contents
I	अ:- गद्य विभाग:- 1. लोकशाहीचे भवितव्य (डॉ. बाबासाहेब आंबेडकर) 2. नौका (पु. भा. भावे) 3. अस्पृश्यांचा आधारवड (शिवाजी सावंत) 4. बेगड (योगीराज वाघमारे) 5. उमा (वि. स. जोग) ब:- म्हणी
II	पद्य विभाग:- 1. ज्ञानेश्वरांच्या विराण्या (संत ज्ञानेश्वर) 2. मन (बहिणाबाई चौधरी) 3. गणपतवाणी (बा. सी. मर्ढेकर) 4. गिरणीची लावणी (नारायण सुर्वे) 5. माउली भुकेले बेट (सुधाकर गायधनी)
III	सत्याचे प्रयोग - गांधीजींची आत्मकथा पृष्ठ 1 ते 86 खंड 1 नवजीवन प्रकाशन मंदिर अहमदनगर
IV	व्यावहारिक मराठी 1. समकालीन राष्ट्रीय, सामाजिक समस्यांवर आधारित निबंध (चार पर्यायांपैकी एका विषयावर) - शब्दमर्यादा 200 ते 250 शब्द 2. पत्र व्यवहार (कार्यालयीन, मागणी, व्यक्तिगत)
Books Recommended:	
पाठ्यपुस्तक:- 'भाषादर्शन' भाग-1	
सत्याचे प्रयोग - गांधीजींची आत्मकथा पृष्ठ 1 ते 86 खंड 1	

SEMESTER I

Financial Accounting - I (BCC 1.1)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Core
Objectives:			
1. To provide knowledge on the fundamental of financial accounting.			
2. To expose the student to various financial transaction and its current application.			

Unit	Contents
I	Meaning and scope of Accounting, Need, Development & Definition of accounting, Branches of accounting and Principles, Concepts and Conventions of accounting, Journal Entries of Transactions, Ledgers and Trial Balance

II	Rectification of Errors & Bank Reconciliation
III	Joint Venture (Centralize and Decentralize Method)
IV	Depreciation including five methods i) Straight line method ii) Reducing balance method iii) Annuity method iv) Depreciation fund method v) Depreciation fund insurance policy method
Books Recommended:	
1. Financial Accounting , Paul S. K, New Central Book Agency. 2. Financial Accounting For Managers , Ghosh T. P., Taxman Allied Service 3. Financial Accounting , Dr.V.K.Goyal, Excel Books. 4. Financial Accounting , Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 5. Financial Accounting , Grewal, Shukla, S. Chand (Sultan Chand Publications), Delhi.	

SEMESTER I

Principles of Business Management (BCC 1.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objective: To acquaint the student with the basic concepts of management and use of management principles in the organization. To impart knowledge, so as to use the principles of management in all walk of life i.e. social and professionals. Also to acquaint them of recent trends in management.			

Unit	Contents
I	Meaning and Definition of Management, Nature and Scope of Management- Science or Art, Management Process, Role of Manager, Management Thinkers-F.W.Taylor, H.Fayol, Maslow, Elton Mayo.
II	Levels of Management, Importance of Management in the Indian context, Role of Managers in the organization: Production, Marketing, Human Resource, Finance & Strategic Management
III	Planning: Meaning, characteristics, Process. Organisation: Concept, Importance, types of organization-Line, Line & staff, Functional organization, Formal & Informal organization. Staffing: Recruitment & Selection, Direction, Meaning, Importance, techniques, Delegation of

	Authority, essentials of a good control system.
IV	Co-ordination: Meaning, importance, methods of achieving effective Co-ordination, Communication: Meaning, importance, media, types. Control: Meaning, need, techniques, essentials of a good control system.
Books Recommended:	
<ol style="list-style-type: none"> 1. Essentials of Management, Harold Koontz & Heinz Weihrich, Tata McGraw-Hill, 1998. 2. Essentials of Management, Joseph L Massie, Prentice Hall of India, (Pearson) Fourth Edition, 2003. 3. Principles of Management, Tripathy PC And Reddy PN, Tata McGraw-Hill, 1999. 4. Personnel and Human Resources Management, Decenzo David, Robbin Stephen A, Prentice Hall of India, 1996. 5. Management, JAF Stoner, Freeman R. E and Daniel R Gilbert, Pearson Education, Sixth Edition, 2004. 	

SEMESTER I

Business Economics (BCC 1.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: <ol style="list-style-type: none"> 1. To provide the students an understanding of basic concepts of business economics 2. By the end of the Semester, students will be able to analyze and predict consumption and production behaviour. 			

Unit	Contents
I	Foundation of Business Economics <ol style="list-style-type: none"> 1. Business Economics – meaning, nature, scope 2. Methodology of economics – inductive and deductive, meaning, r 3. Micro & Macro economics analysis – meaning, merits and demerits 4. Central problem of an economic system 5. Utility – Law of equi-marginal utility & law of diminishing utility
II	

	Demand – Elasticity of demand & demand forecasting <ol style="list-style-type: none"> 1. Demand – Law of demand with exceptions 2. Methods of measurement of elasticity of demand 3. Meaning, importance & techniques of demand forecasting 4. Concept of demand estimation
III	Theory of production, cost & revenue <ol style="list-style-type: none"> 1. Law of variable proportion (Short Run); Law of returns to scale (Long Run) 2. Costing Concepts, types of costs 3. Concepts of revenue, types of revenue 4. Market – meaning & classification; Price determination under perfect competition, monopoly & oligopoly
IV	Theory of distribution <ol style="list-style-type: none"> 1. Theories of distribution:- Ricardian theory of rent, modern theory of rent 2. Marginal productivity theory of wages, trade union & collective b 3. Liquidity theory of interest, loanable funds theory of interest 4. Uncertainty bearing theory of profit; Dynamic theory of profit
Books Recommended:	
<ol style="list-style-type: none"> 1. Introduction to Modern Economics, Hardwick, Khan & Langmead, An, Longman London & New York, 3rd Edition, 1990. 2. Advanced Economic Theory (Micro Economic Analysis), H.L.Ahuja, S.Chand & Co Ltd, 11th Edition, 2004. 3. Modern Economics, H.L.Ahuja, S.Chand & Co Ltd, 11th Edition, 2004. 4. Micro Economics, P.N.Chopra, , Kalyani Publishers, 6th Edition,1996. 5. Micro Economics, D.D.Chaturvedi, Galgotia Publishing Company, 1999. 6. Principles of Economics, D.M.Mithani, Himalaya Publishing Huse, 10th Edition, 1999. 7. Modern Economic Theory, K.K.Dewett, S.Chand & Co Ltd, 22nd Revised Edition, 2005. 8. Advance Micro Economic Theory, M.Maria John Kennedy, Himalaya Publishing House,1st Edition ,1997. 9. Micro Economic Theory, M.L.Jhingan, , Vrinda Publishing Pvt. Ltd, 5th Revised Edition, 1999. 10. Business Economics, Rashi Arora, Sheth Publishers Pvt Ltd,6th Edition, 2010. 	

SEMESTER I

Business Mathematics and Statistics (BCSFC 1.0)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core Skill Foundation</i>
Objective: The objective of this course is to familiarize students with the applications of mathematics and statistical techniques in business decision-making.			

Unit	Contents
I	<p>Introduction</p> <p>Meaning, definition & functions of statistics, scope, importance & limitations of statistics.</p> <p>Collection of data, Classification & Tabulation of data</p> <p>Primary & Secondary data, methods of collection of data & sources of data.</p> <p>Meaning, objects, rules & types of classification of data. Meaning & objects of tabulation of data, difference between classification & tabulation. Types of statistical series (construction & conversion of series – Practical Problems).</p>
II	<p>Measures of Central Tendency</p> <p>Meaning, definition, functions & characteristics, merits & demerits of mean, median & mode, standard deviation, quartiles, deciles, quartile deviation, Skewness. (Theory)</p> <p>Mean, median, mode, standard deviation, quartiles, deciles, quartile deviation, Skewness (Practical Problems)</p>
III	<p>Index Number:</p> <p>Introduction, meaning, definition, characteristics, uses of index numbers and types of index numbers, merits & demerits, (Theory)</p> <p>Laspeyres's Index Number, Paasche's Index Number, Bowley's Index Number & Fisher's Ideal Index Number (Practical Problems)</p> <p>Time Series:</p> <p>Meaning of time series, characteristics & merits & demerits of semi-average method & moving average method in time series. (Theory)</p> <p>Semi-average method, moving average method (Practical Problems)</p>
IV	<p>Business Mathematics</p> <p>Profit & loss, Ratio & proportion, Simple Interest & compound interest</p>

	(Theory & Practical Problems)
Books Recommended:	
1.	Statistics. K. Kapoor, S. Chand & Sons.
2.	Statistics, B. New Gupta, Sahitya Bhavan Agra.
3.	Statistics Methods, S.P.Gupta, S. Chand & Sons.
4.	Fundamental of Statistics, S. C. Gupta, Himalaya Publishing House.
5.	Business Mathematics & Statistics, NEWK Nag&S.C. Chanda-Kalyani Publishers.
6.	Problem in Statistics, Y.R. Mahajan, PimplapurePublisherNagpur.

SEMESTER II

English Language Skills (BCL 2.E)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Language</i>
Objectives: <ol style="list-style-type: none"> 1. Introducing great Economic Thinkers 2. Developing knowledge of business communication 3. Developing Grammar and Vocabulary Components 			

Unit	Contents
I	Great Economic Thinkers Adam Smith, David Ricardo, Karl Marx, John Stuart Mill, John Keynes, Amartya Sen (only selected portion of the marked text of each thinkers from the book the 'Great Economic Thinkers' by Jonathan Conlin)
II	Business Correspondence: <ul style="list-style-type: none"> • Application for Job • Preparing Bio-data • Letter of enquiry/Reply to enquiry • Order letter/Reply to Order letter • Complaint (Claims) Letter • Internal Communication (Memorandum, Office Order, Office Circular, Office Note, Correspondence with Branch Offices)
III	Grammar <ul style="list-style-type: none"> • Active/Passive voice

	<ul style="list-style-type: none"> • Direct/Indirect Narration • Simple/compound/complex sentences • Analysis of Sentences (Simple, Compound, Complex)
IV	Vocabulary <ul style="list-style-type: none"> • Synonyms, Antonyms, homonyms (Homographs/homophones), look-alikes, one word substitution etc. • Idioms and phrases • Business terminology: A select business terms
Books Recommended:	
<ol style="list-style-type: none"> 1. Unit I - Reference book- 'The Worldly Philosophers - The Lives, Times and Ideas of Great Economic Thinkers' Published by Paperback 2. Unit II -Business Communication – Urmila Rai, S.M. Rai - (Himalaya Publishing House) & V.K.Jain & Omprakash Biyani (S. Chand) 3. Unit II - Business Correspondence and Report Writing – R.C. Sharma & Krishna Mohan (Tata McGraw-Hill) 4. Unit II - Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan) 5. Unit III- High School English Grammar & Composition– Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand) 6. Unit IV - English Vocabulary in Use- Michael McCarthy & Felicity O'Dell 	

SEMESTER II

Supplementary English (BCL 2.SE)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Language</i>
Objectives: <ol style="list-style-type: none"> 1. To help students develop the language skills through the study of prose and poetry 2. To encourage students to appreciate language and literature in its various forms 3. To strengthen the grammar/vocabulary components for competitive examinations 			

Unit	Contents
I	Prose Text <ol style="list-style-type: none"> 1. How Wealth Accumulates and Men Decay 2. A Letter from Hazlitt to His Son 3. The Happy Prince 4. The Three Questions 5. The Diamond

	Necklace From the prescribed text book- Symphony of Prose and Poetry, A Textbook of Supplementary English
II	Poetry 1. The Tiger 2. Brahma 3. Sonnet- To Science 4. The Toys 5. Success is Counted Sweetest From the prescribed text book- Symphony of Prose and Poetry, A Textbook of Supplementary English
III	Discovery of India by Pt. Jawaharlal Nehru (Abridged version) Page no 69 to 119
IV	<ul style="list-style-type: none"> • Unseen Passage • Precis Writing
Books Recommended:	
1. Unit I & II - Text Book for prose and poetry- 'Literary Pinnacles' (Board of Editors) 2. Unit III - Discovery of India by Pt. Jawaharlal Nehru (Abridged version) 3. Unit IV - High School English Grammar & Composition- Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand)	

SEMESTER II

Hindi (BCL 2.H)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्देश्य:- 1. कोई भी भाषा मनुष्य को परिष्कृत, परिमार्जित और संस्कारित बनाकर उसके व्यक्तित्व के गुणों की सुवास को समाज में फैलाती है। 2. आधुनिकता के इस युग में समय की माँग को देखकर युग के साथ कदम से कदम मिलाकर चलने के लिए हिन्दी ने अपने पुरातन रूप को परिवर्तित कर व्यवहारिक हिन्दी को अपनाया। 3. इस व्यवहारिक हिन्दी के माध्यम से हिन्दी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। चरित्र निर्माण के साथ वैश्वीकरण के इस युग में व्यक्ति हिन्दी को जीविकोपार्जन का साधन भी बना सकता है।			

Unit	Contents
I	गद्य विभाग:- पाठ्यपुस्तक:- “साहित्य वीथिका” भाग-1 1) हृषिकेश मुखर्जी के साथ 2) पर्यावरण और हम - निबंध - राजीव गग

	3) साइबर कौतुक - एकांकी - मधु धवन 4) रात का रहस्य - एकांकी - डॉ. रामकुमार वर्मा 5) इंस्पेक्टर मातादीन चाँद पर - व्यंग्य - हरिशंकर परसाई मुहावरे
II	पद्य विभाग:- पाठ्यपुस्तक:- “साहित्य वीथिका” भाग-1 1) ठुकरा दो या प्यार करो - सुभद्राकुमारी चौहान 2) कलम और तलवार - रामधारीसिंह ‘दिनकर’ 3) धूप चमकती है चाँदी की साड़ी पहने - केदारनाथ अग्रवाल 4) बीते दिन कब आने वाले - हरिवंशराय बच्चन 5) पृथ्वी किसलिए घूमती रही - अरुण कमल
III	डॉ. प्रकाश आमटे - अलौकिक पथ -समकालीन प्रकाशन, पूणे पृष्ठ 1 से 80
IV	व्यावहारिक हिन्दी- 1. जीवनी, वर्णनात्मक तथा शैक्षणिक विषयों पर आधारित निबंध। (किन्ही चार में से एक विषय पर - शब्द सीमा 200 से 250 तक) 2 साक्षात्कार कौशल - परिभाषा,सीमाएँ, उद्देश्य, सिद्धान्त, प्रकार और महत्व।
Books Recommended:	
पाठ्यपुस्तक:- “साहित्य वीथिका” भाग-1	
डॉ. प्रकाश आमटे - आलोकित पथ -समकालीन प्रकाशन, पूणे पृष्ठ 1 से 80	

SEMESTER II

Marathi (BCL 2.M)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्दिष्टे:-			
1 भाषा मानवाला परिष्कृत, परिमार्जित आणि संस्कारित बनवून त्यांच्या व्यक्तित्व गुणांचा सुवास समाजामध्ये पसरविण्याचे कार्य करीत असते.			
2 विद्यार्थ्यांना उद्यमशील प्रेरणे बरोबरच मानवी जीवनातील उच्चमूल्यांची ओळख करून देणे.			
3 वैश्वीकरणाच्या युगात चारित्र्य निर्मिती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सिद्ध करण्यासाठी व्यावहारिक मराठीला उपजिविकेचे साधन म्हणून स्विकारणे.			
4 मराठी भाषेचा अभ्यास करणा-या व त्यासोबतच स्पर्धा परीक्षेची तयारी करणा-या विद्यार्थ्यांमध्ये निबंध लेखनाचे कौशल्य विकसित करणे.			

Unit	Contents
I	अ :- गद्य विभाग: पाठ्यपुस्तक:-‘भाषा दर्शन’भाग-1 1. जेट युगातील मराठी माणूस (शंतनूराव किलोस्कर) 2. विट्ठल तो आला आला (पु. ल. देशपांडे) 3. नवसमाजनिर्मितीचे प्रणेते: महात्मा ज्योतीबा फुले (गंगाधर पानतावणे) 4. भरती (वसंत व-हाडपांडे) 5. महालूट

	(सदानंद देशमुख) ब :- वाकप्रचार
II	पद्य विभाग:- पाठ्यपुस्तक:-‘भाषादर्शन’भाग-1 1. तुकारामांचे अभंग (संत तुकाराम) 2. प्रेमाचा गुलकंद (केशव कुमार) 3. पृथ्वीचे प्रेमगीत (कुसुमाग्रज) 4. स्वप्न (ग्रेस) 5. दोन कामागारांच्या गोष्टी (लोकनाथ यंशवत)
III	प्रकाशवाटा- डॉ. प्रकाश आमटे, समकालीन प्रकाशन, पुणे, पृष्ठ 1 ते 80
IV	व्यावहारिक मराठी- 1 आत्मवृत्तपर, वर्णनपर विषयांवर आधारित”निबंध. (चार पर्यायांपैकी एका विषयावर- शब्दमर्यादा 200 ते 250 शब्द) 2 मुलाखत लेखन (मुलाखतीचे स्वरूप, मुलाखतीची पूर्वतयारी, मुलाखतीचे प्रकार, मुलाखतीचे प्रात्यक्षिके)
Books Recommended:	
पाठ्यपुस्तक:-‘भाषादर्शन’भाग-1	
प्रकाशवाटा- डॉ. प्रकाश आमटे, समकालीन प्रकाशन, पुणे, पृष्ठ 1 ते 80	

SEMESTER II

Financial Accounting II (BCC 2.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: To give the knowledge about the preparation of various accounts and their practical utilization			

Unit	Contents
I	Final Account of sole Trading Concern
II	Single Entry system including conversion method
III	Final Accounts of Non- Profit Organization Accounts of Non-profit organization and Accounts of Professionals: Meaning of Non-profit organization, Preparation of Receipts & Payment Account, Income & Expenditure Accounts & Balance Sheet.
IV	Consignment Account including valuation of closing stock and removal of loadings
Books Recommended:	
1. Financial Accounting , Paul, S. K, New Central Book Agency. 2. Financial Accounting For Managers , Ghosh, T. P., Taxman Allied Servis 4. Financial Accounting , Dr.V.K.Goyal, Excel Books. 5. Financial Accounting , Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 6. Financial Accounting , Grewal, Shukla, S. Chand (Sultan Chand Publications), Delhi	

SEMESTER II

Business Environment (BCC 2.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: <ol style="list-style-type: none"> 1) To enable students to understand the impact of environment on the business. 2) To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of external business environment. 			

Unit	Contents
I	<ol style="list-style-type: none"> 1. Business Environment: Meaning of business, Concept of Business environment, characteristics of Business environment, components/factors of the Business Environment (internal environment & external environment), types of external environment 2. Economic Environment: constituents of economic environment of Business, economic system, classification of economic system, planning process, economic structure and its determinants, constituents of economic structure; Business fluctuations- factors leading to business fluctuations and cycles Global Economic Environment- role and constitution of UNO, IMF and World Bank 3. Socio- Cultural Environment: Introduction, nature of culture, impact of culture, Demographic environment
II	<ol style="list-style-type: none"> 1. Political Environment: Introduction to Political Environment, elements of political environment of India, ssBusiness Risks Posed by the Indian Political System, unemployment problem in India 2. Legal Environment: Introduction, Laws Impacting Industry in India. 3. Economic Role of Government: Regulatory role of Government, objective of regulatory function of government, regulatory authorities, purposes of regulation
III	<ol style="list-style-type: none"> 1. Liberalization: Meaning, Role of liberalisation 2. Privatization: Meaning of Privatization, Objectives, routes (measures) of Privatization, conditions for success of privatization, benefits and problems with Privatization, obstacles to privatization in India 3. Globalization: Meaning of Globalization, reasons for globalization, features and benefits of Globalization,
IV	<ol style="list-style-type: none"> 1. India, WTO : WTO and India 2. Analysis of Business Environment: PESTEL, STEEP, PORTER'S five forces model, SWOT analysis

	3. Corporate Social Responsibility: Meaning, CSR in India, Need for social responsibility of business, Social responsibility of business towards different groups (i.e. Government, society, shareholders, employees)
Books Recommended:	
<ol style="list-style-type: none"> The International Business Environment, Morrison J, Palgrave. Business Environment, Francis Cherunilam, Himalaya Publishing House, New Delhi. Essentials of Business Environment Aswathappa, Himalaya Publishing House, New Delhi. Indian Economy, Mishra and Puri, Himalaya Publishing House, New Delhi. Business Environment, Raj Aggarwal Excel Books, Delhi. Strategic Planning for Corporate, Ramaswamy V McMillan. Economic Environment of Business, M. Adhikary, Sultan Chand & Sons. 	

SEMESTER II

Monetary Economics (BCC 2.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: <ol style="list-style-type: none"> The core objective is to provide students with an understanding of financial institutions and services and how changes in money supply can lead to economic fluctuations in a dynamic economic system. By the end of the Semester students will be able to comprehend the significance and working of financial institutions. 			

Unit	Contents
I	Commercial Banks: <ol style="list-style-type: none"> Meaning & Importance of Commercial Banks Functions of Commercial Banks Credit Creation by Commercial Banks New Technologies in Banking – Debit & Credit Cards, Electronic Banking, ATM -Meaning, Advantages and Disadvantages, EFT – Meaning, and Advantages
II	Central Bank (Reserve Bank of India):

	<ol style="list-style-type: none"> 1. History, Meaning & Functions of Central Bank 2. Role of Central Bank in a Developing Economy 3. Importance of Monetary Policy 4. Methods of Credit Control by Central Bank
III	Various Banking Institutions: <ol style="list-style-type: none"> 1. Cooperative Banks & Services – Meaning, Types and Functions (Credit Services) of Co-operative Banks 2. Development Banks – IDBI, IFCI, ICICI, SIDBI – Introduction and Functions 3. IMF, IBRD and ADB – Introduction, Objectives and Functions
IV	Banking Services: <ol style="list-style-type: none"> 1. Towards Private Individuals 2. Towards Corporate Entities 3. Towards Government 4. Towards Foreign Trade and Commerce
Books Recommended:	
<ol style="list-style-type: none"> 1. Financial Institutions and Markets, Agrawal & Gupta, Kalyani Publishers, 2015. 2. Money, Banking, Trade & Public Finance, M.V.Vaish, New Age International Pvt.Ltd ,1996. 3. Modern Banking, Vaish, M.C., Oxford & IBH Publishing Co., New Delhi. 4. Money, Banking and International Trade, K.P.M. Sundaram, Sultan Chand, New Delhi. 5. Money and Financial System, P.K. Deshmukh, Phadke Prakashan. 6. Modern Banking, Sayers, Oxford, Clarendon Press. 	

SEMESTER II

Business Ethics and Corporate Culture (BCSFC 2.0)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core Skill Foundation</i>
Objective: <ol style="list-style-type: none"> 1. To have an understanding of ethical issues in business. 2. To inculcate the understanding about the healthy corporate culture in the organization 			

Unit	Contents
I	Introduction to Business Ethics Meaning & definition of ethics, nature of ethics and sources of ethics, values & types of values. Meaning of business ethics, objectives of business ethics, need & importance of business ethics.
II	Ethics in Workplace Introduction, factors affecting ethical behavior at work, ethical issues, discrimination, harassment, importance of ethical behavior at workplace, guidelines for managing ethics in the workplace. Ethics in Marketing Ethics & marketing, unethical issues in marketing. Ethics in Accounting & Finance Need for ethics in finance, fundamental principles relating to ethics, reasons for unethical behavior/ unethical practices in finance.
III	Corporate Culture Meaning of corporate culture, objectives & importance of corporate culture, factors affecting corporate culture. Types of attitude, types of ego, how to deal with interpersonal conflict between coworkers, Relevant Case Studies.
IV	Corporate Social Responsibility Concept of CSR, Need of CSR, forms & dimensions of CSR. Corporate Governance Concept of CG, objectives of CG, features of good corporate governance, advantages of good corporate governance, corporate governance and its obligations to stakeholders.
Books Recommended:	
1) Business Ethics and Corporate Social Responsibility , Dr. S. S. Khanka, S. Chand Publication 2) Being Ethical: Ethics as foundation of the Business , IIM Ahmedabad Business Books. 3) Ethics and Corporate Governance , B. N. Ghosh, TATA McGraw Hill Publications.	

SEMESTER III

English Language Skills (BCL 3.E)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
Objectives: <ol style="list-style-type: none"> 1. Developing Ability to comprehend and interpret texts 2. Developing the ability to Read and enjoy literature 3. Developing Language Skills (Oral & Written) 			

Unit	Contents
I	Prose Lessons : 5 1) What is Courage? 2) Toasted English 3) Playing the English Gentleman 4) The Sun, the Planets and the Stars 5) Why is the Sea Blue? (Book Prescribed - 'Honey Dew' Board of Editors, Orient Blackswan publishers)
II	Short Stories : 5 1) The Thief 2) Three Hermits 3) A Cup of Tea 4) The Gold Frame 10) With the Photographer (Book Prescribed - 'Honey Dew' Board of Editors, Orient Blackswan publishers)
III	Essay Writing
IV	English for competitive Exams Spot the error in use of articles, prepositions, tenses etc
Books Recommended: <ol style="list-style-type: none"> 1. unit I - 1) 'Honey Dew' an anthology of prose, poetry and one act plays 2) 'Golden Harvest - An anthology of prose, poetry and stories 3. Unit III & IV - High School English Grammar & Composition- Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand) 	

SEMESTER III

Supplementary English (BCL 3.SE)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
Objectives: To help students develop the language skills through the study of prose and poetry 2. To encourage students to appreciate language and literature in its various forms			

3. To strengthen the grammar/vocabulary components for competitive examinations

Unit	Contents
I	Wings of Fire - An Autobiography of APJ Abdul Kalam Abridged Version with Arun Tiwari, University Press
II	Wings of Fire (Continued-Same as above)
III	Select Short Stories - Sherlock Holmes
IV	Expansion of an Idea
Books Recommended:	
1. Wings of Fire - An Autobiography of APJ Abdul Kalam 2. Abridged Version with Arun Tiwari, University Press 3. Unit III - Select Short Stories - Sherlock Holmes 4. Unit IV- High School English Grammar & Composition- Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand) 5. Unit IV -English vocabulary in Use- Michael McCarthy & Felicity O'Dell	

SEMESTER III

Hindi (BCL 3.H)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
<p>उद्देश्य:- 1. किसी भी क्षेत्र में सफलता पाने के लिए यह आवश्यक है कि वह अपने विचारों की अच्छी अभिव्यक्ति दें अतः हिन्दी भाषी व्यक्ति सरल व सुबोध हिन्दी में अपने विचारों को मूर्त रूप दे सकता है।</p> <p>2. आधुनिकता के इस युग में समय की माँग को देखकर युग के साथ कदम से कदम मिलाकर चलने के लिए हिन्दी ने अपने पुरातन रूप को परिवर्तित कर प्रयोजन मूलक हिन्दी को अपनाया। विविध भाषा भाषी इस भारत में हिन्दी ही ऐसी भाषा है जो अधिक से अधिक लोग समझते हैं, इसलिए आज हिन्दी मीडिया, विज्ञापन, कम्प्यूटर आदि संचार साधनों की भाषा बनी हुई है।</p> <p>3. इस व्यावहारिक हिन्दी के माध्यम से हिन्दी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। चरित्र निर्माण के साथ वैश्वीकरण के इस युग में व्यक्ति हिन्दी को जीविकोपार्जन का साधन भी बना सकता है।</p>			

Unit	Contents
I	<p>गद्य विभाग :- पाठ्य पुस्तक:- “साहित्य वीथिका - भाग-2” 1) हिम्मत और जिंदगी - निबंध- रामधारी सिंह ‘दिनकर’ 2) जीवन की किताब - निबंध- अनंत गोपाल शेवडे 3) पर्यावरण- प्रदूषण : समस्या मनोजगत की - निबंध- विवेकी राय 4) गौरा - संस्मरण - महादेवी वर्मा 5) प्रतिशोध - एकांकी - डॉ. रामकुमार वर्मा</p> <p>अनेक शब्दों के लिए एक शब्द - (50 शब्द)</p>
II	<p>पद्य विभाग:- पाठ्य पुस्तक:- “साहित्य वीथिका-भाग-2” 1) विनय पत्रिका - तुलसीदास</p>

	2) मीरा के पद - मीराबाई 3) रहीम के दोहे - रहीम 4) प्रिय प्रवास - अयोध्यासिंह उपाध्याय 'हरिऔध' 5) बादल को घिरते देखा है - नागार्जुन
III	'अदम्य साहस', लेखक- ए. पी. जे. अब्दुल कलाम, अनुवादक- ओ. पी. झा., प्रकाशक- राजपाल एण्ड सन्ज प्रकाशन, दिल्ली
IV	व्यावहारिक हिन्दी- 1. कल्पना विस्तार 2. ज्वलंत समस्याओं, आधुनिक ज्ञान-विज्ञान तथा प्रसार माध्यम आदि विषयों पर आधारित निबंध । (किन्ही चार में से एक विषय पर - शब्द सीमा 250 से 300 तक)
Books Recommended:	
पाठ्यपुस्तक:- 1. 'साहित्य वीथिका - भाग-2 2. 'अदम्य साहस', लेखक- ए. पी. जे. अब्दुल कलाम, अनुवादक- ओ. पी. झा., प्रकाशक- राजपाल एण्ड सन्ज प्रकाशन, दिल्ली	

SEMESTER III

Marathi (BCL 3.M)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्दिष्टे:-			
1 शिक्षण आणि भाषा यांचा संबंध संपूर्ण समाजाच्या अस्तित्वाशी व सुजाण समाज घडविण्याच्या प्रक्रियेशी जुळलेला आहे.			
2 कोणत्याही क्षेत्रात सफलता प्राप्त करायची असेल तर आपलेविचार, कल्पना चांगल्या त-हेने व्यक्त करता येणे आवश्यक आहे.			
3 आधुनिक काळाची बदलाची गती लक्षात घेता विद्यार्थ्यांना विद्येचा अनुभवांना नित्य सामोरे जावे लागत आहे. हे लक्षात घेऊन व्यावहारिक मराठीला अभ्यासक्रमात महत्वाचे स्थान देण्यात आले आहे.			
4 व्यावहारिक मराठीच्या अभ्यासक्रमामुळे मराठीभाषेचा अभ्यास करणारा विद्यार्थी रोजगाराच्या क्षेत्रात स्वतःला स्वयंसिद्ध करू शकेल.			

Unit	Contents
I	गद्य विभाग: पाठ्यपुस्तक: 'भाषादर्शन' भाग-2 1. दुःखः क्रांत लेंकी येणे (म्हाडभट) 2. माझे दत्तक वडील (चि. वि. जोशी) 3. सांगावा (शंकरराव खरात) 4. शेवटची माती (आनंद यादव) 5. जनसामान्यांच्या प्रबोधनाचं गतिचक्र (बा. ह. कल्याणकर) अनेक शब्दांसाठी एक शब्द - (50 शब्द)
II	पद्य विभाग: पाठ्यपुस्तक: 'भाषा दर्शन' भाग-2 1. संतवाणी (चोखामेळा, सेनान्हावी, नरहरी सोनार) 2. लटपट लटपट तुझे चालणे (होनाजी बाळा) 3. माझी कन्या (बी.) 4. आभाळाची अम्ही लेकरे (वसंत बापट) 5. इथेच (यशवंत मनोहर) 6. जहर खाऊ नका (ज्ञानेश

	वाकुडकर)
III	‘अदम्य जिद्द’, लेखक- ए. पी. जे. अब्दुल कलाम, अनुवाद - सुप्रिया वकील , प्रकाशक- मेहता प्रकाशन,पुणे
IV	व्यावहारिक मराठी- 1. कल्पना विस्तार 2. पर्यावरण, आधुनिक ज्ञानविज्ञान आणि प्रसार माध्यमे ह्या विषयांवर आधारित निबंध. (चार पर्यायांपैकी एका विषयावर- शब्द मर्यादा 250 ते 300)
Books Recommended:	
पाठ्यपुस्तक: 1. ‘भाषादर्शन’भाग-2 2. ‘अदम्य जिद्द’, लेखक- ए. पी. जे. अब्दुल कलाम, अनुवाद - सुप्रिया वकील, प्रकाशक- मेहता प्रकाशन,पुणे	

SEMESTER III

Cost Accounting (BCC 3.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objective: this course exposes the students to the basic concepts and the tools used in cost accounting.			

Unit	Contents
I	Theory:- Meaning, Nature, Scope, Advantages & Disadvantages of Cost Accounting, Elements of Cost, Concept of Overheads, Direct & Indirect Overheads, Segregation of Indirect Overheads, Preparation of Cost sheet and Tender
II	Process Costing including Simple Process by-product Costing, Abnormal Loss and Gains, Equivalent Units Production and Inter Process profit.
III	Contract Costing including completed contract, incomplete contract and Contract account for more than 2 years
IV	Operating Costing including transportation, electricity, hotel and hospitals
Books Recommended:	
1. Cost Accounting , Dr. V.S. P. Rao, Vrinda Publication Pvt. Ltd., Delhi, 2000. 2. Cost Accounting , Dr. M.P. Gupta, Mansarovar Publication, Kanpur, 2016. 3. Cost Accounting , Dr. R. N. Khandelwal, SBPD Publication, Agra, 2015 4. Cost Accounting , Prof. S.N. Patil, Vishwa Publication, Nagpur, 2001.	

SEMESTER III

Company Law & Secretarial Practice (BCC 3.2)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Core
Objective: To provide basic knowledge about the provisions of the Companies Act, 2013			

Unit	Contents
I	<p>Corporate Personality: Meaning of a company, characteristics of a company, Kinds of company, lifting the corporate veil.</p> <p>Formation & Incorporation of company: Stages in formation of a company, Certificate of Incorporation, certificate to commence business, Pre-incorporation contracts, provisional contracts</p>
II	<p>Memorandum of Association and Articles of Association: Meaning of Memorandum of Association, Contents of Memorandum of Association, Alteration in Memorandum of Association, Importance of Memorandum of Association</p> <p>Meaning and Definition of Articles of Association, Contents of Articles of Association: Doctrine of Indoor management, Doctrine of constructive notice, Doctrine of ultra vires, Procedure for Alteration of Articles of Association, Model Sets of Article of Association. (Table 'F' as per Companies Act, 2013)</p> <p>Prospectus: Definition of Prospectus, Statutory requirement of prospectus, Contents of prospectus, Types of Prospectus- Abridged prospectus, Shelf prospectus, Deemed Prospectus, Statement in Lieu of Prospectus, Misrepresentation in Prospectus, Consequences of Misrepresentations.</p>
III	<p>Share Capital: Classification of share Capital, Meaning of Shares, Kinds of Shares, Issue of Shares.</p> <p>Shareholders and Members: Meaning of shareholder/ Member, Procedure to become a member, kinds of members.</p> <p>Directors: Meaning of Directors, D.I.N, Appointment of Directors, Duties of Directors</p> <p>Managing Directors: Meaning of Managing Directors, Qualifications of Managing Directors, Appointment of Managing Directors, Remuneration of Managing Directors</p>
IV	<p>Secretary: Meaning, Definition of secretary, qualifications of company secretary, duties of secretary, Liability of Company</p>

	<p>Secretary</p> <p>Role of Secretary: As trustee, As an employee, As an administrative officer,</p> <p>Correspondence: Official correspondence with Directors, members, MCA Compliances: Annual Returns, KYC etc.</p> <p>Report Writing and Compliances: Essentials of God report, Statutory Report, Contents of Statutory Report, Annual Report, Content of Annual Report.</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. Company Law & Secretarial Practice, Kapoor, N.D, Sultan Chand & Sons, New Delhi. 2. Indian Company Law, Singh Avtar, Eastern Book Company, Lucknow. 3. Company Law and Secretarial Practice, Dr. R.K. Nelakha, Ramesh Book Depot, Jaipur 4. Corporate & Allied Laws, Munish Bhandari, Best Word Publication 5. Analysis of Companies Act, 2013 CCH 	

SEMESTER III

Indian Economy (BCC 3.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: <ol style="list-style-type: none"> 1. To make students understand the state of various macroeconomic fundamentals in the Indian Economy. 2. By the end of the Semester, students will have gained knowledge of obstacles and challenges in the path of India's economic development. 			

Unit	Contents
I	Indian Economy Broad Features of Indian Economy, Economic Planning in India: XIth, XIIth Five year plans, NITI Aayog, Population Explosion in India: Malthusian and Recardian theory of population, National Income in India: Meaning, Methods of calculation. Unemployment: Nature, types: Urban, rural, agricultural unemployment, causes, government policy for removing unemployment.
II	Indian Agriculture Role of Agriculture in Indian Economy, Green Revolution: Impact and Constraints, NABARD: Introduction, Objectives, Types of credit by

	NABARD and functions, Meaning, Problems & Remedies of Agricultural Marketing in India, Causes of low Agriculture Productivity in India, effects & suggestions towards the same, Crop and Livestock insurance: Problems and remedies
III	Indian Industry Role of Industrialization in the Indian Economy, New Industrial Policy, 1991, Small Scale & Cottage Units in India: Meaning, role, problems, remedies, Public Sector Industries: Features, Role, Problems, Remedies, Concept of Privatisation, Private Sector Industries: - Features, Role, Problems, Remedies, Industrial Sickness-Meaning, Causes, effects, Remedies.
IV	Indian Service Sector & Fiscal Policy Nature, Scope and Importance of Service Sector in Indian Economy, IT and ITES Sector- Role, Importance, Challenges and Opportunities. Banking and Insurance sector- Importance, Challenges and Opportunities Fiscal Policy: Meaning, Objectives, Role of Fiscal Policy in developing economy and controlling inflation and deflation, Recent trends in Fiscal Policy
Books Recommended:	
<ol style="list-style-type: none"> 1. Indian Economy, Datt & Sundharam, S Chand, 6th Revised Edition, 2013. 2. The Indian Economy, Sanjiv Verma, For UPSC and State Civil Services Preliminary and Main Examinations, Unique Publications, 2nd Edition, 2013. 3. Economic Policy Reforms and the Indian Economy, Anne Krueger, University Of Chicago Press, 2nd Edition 2002. 4. The Indian Economy: Problems and Prospects, D .R.Gadgil, Oxford University Press ,2011. 5. The Indian Challenge, Sage India, Ashoka Chandra & M.K.Khanijo, 1st Edition, 2009. 6. Globalization And Indian Economy, R.Chaddha, Sumit Enterprises, 2011. 7. Indian Economy Since Independence, Edited By Uma Kapila, Academic Foundation, 14th Edition 2002. 8. Indian Economy, M.B.Shukla, Taxmann Allied Services Pvt. Ltd., 2012. 9. Contemporary India:Economy, Neera Chandhoke & Praveen Priyadarshi, Society, Politics, Pearson, 1999. 	

SEMESTER III

Computer Application in Business (BCSFC 3.0)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core Skill Foundation</i>
Objectives: <ol style="list-style-type: none"> 1. To enable students to understand advanced functions of basics of MS-office. 2. To acquaint students to the procedures of computerized accounting in Tally software. 3. To acquaint students with practical understanding the e-compliances under various Acts. 			

Unit	Contents
I	<p>Introduction to MS-Word: Creation, deletion of document, saving a document, Use of Mail Merge, Indent setting, use of templates, Report writing in MS-Word using templates.</p> <p>Introduction to MS-Power Point: Creation of power point presentation, use of animations, use of transitions, using templates, creation of power point show.</p> <p>Introduction to MS-Excel: Basics of MS-Excel, Basic formulas, Data filter, Use of H-Lookup and V-Lookup functions, Pivot Tables, Use of Macros, Using Excel Statistical Tool pack, Goal Seek, What-if analysis etc.</p>
II	<p>Accounting in Tally:</p> <p>Introduction to Tally, Creation of Company, Types of Vouchers, Bank Reconciliation, Financial Statements – Profit and Loss Statement, Balance Sheet.</p> <p>Company related E-filing:</p> <p>MCA-21 Portal, Online application for Director's Identification Number (DIN), Use of Digital Signature, Understanding various e-forms on MCA-21 Portal.</p>
III	<p>E-filing under Direct Taxes</p> <p>Income Tax Act:</p> <p>Online Application for Permanent Account Number (PAN), Online registration of Assessee on Income Tax Department portal, understanding various forms of Income Tax Returns, Filing of Income Tax Returns, understanding of various forms of TDS & TCS returns, Filing of TDS and TCS returns.</p>
IV	<p>E-compliances of Indirect Taxes</p> <p>GST:</p> <p>Registration, Introduction to Tariffs Act, Important Concepts – GST Network, GST Council, E-compliances under GST, E-filing of GSTR – 1, GSTR – 2, GSTR – 3, GSTR – 3B etc. and their applicability.</p>

Books Recommended:

1. **Accounting with Tally**, K.K. Nadhani, BPB Publication.
2. **Tally Tutorial**, K.K. Nadhani and A.K. Nadhani, BPB Publication.
3. **Advances Accounts Vol-I:**, M.C. Shukla, T.S.Grewal and S.G.Gupta, S.Chand & Company, Delhi.
4. **Accounting Principles**, Anthony R.N. and J.S. Richard, Irwin Inc.
5. **Advanced Accountancy**, P.C. Tulsian, Tata McGraw HILL Publication.
7. **Fundamentals of Computers**, ITL Education Solutions Ltd. (Pearson)
 - 1) **Microsoft Office -2000/2007**, Gini Courter, Annelte Marquis BPB
 - 2) **IT Today (Encyclopedia)**, S.Jaiswal
 - 3) **A First Course in Computers**, Sanjay Saxena
 - 4) **First Text Book on Information Technology**, Srikant Patnaik

SEMESTER IV**English Language Skills (BCL 4.E)**

<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Language</i>
--------------------------	------------------------	------------------------	------------------------

Objectives:

1. Developing Ability to comprehend and interpret texts
2. Developing the ability to Read and enjoy literature
3. Developing Language Skills (Oral & Written)

Unit	Contents
I	Prose Lessons 1) Uncle Podger Hangs a Picture 2) How Wealth Accumulates and Men Decay 3) On the Rule of the Road 4) The Pleasures of Ignorance 5) The Selfish Giant Book Prescribed - Literary Pinnacles- An Anthology of Prose and Poetry by Board of Editors
II	Select Stories from Arabian Nights
III	Situational Dialogue Writing
IV	English for competitive Exams- Spot the errors in use of tenses, select the proper word to fill blanks, Use of idioms and phrases,
Books Recommended:	
<ul style="list-style-type: none"> • Literary Pinnacles- An Anthology of Prose and Poetry by Board of Editors • For unit I - 1) 'Honey Dew' an anthology of prose, poetry and one act plays 2) 	

'Golden Harvest - An anthology of prose, poetry and stories

- For unit II- Rapid Reading- Adopting Any one of the Classic(abridged) - David Copperfield, Oliver Twist, Gulliver's Travels
- Unit III & IV - A suitable book on Situational Conversation in English (OUP, Step Up series by Nair/Peshve)

SEMESTER IV

Supplementary English (BCL 4.SE)

Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
-------------------	-----------------	-----------------	-----------------

Objectives:

1. To help students develop the language skills through the study of prose and poetry
2. To encourage students to appreciate language and literature in its various forms
3. To strengthen the grammar/vocabulary components for competitive examinations

Unit	Contents
I	Biography/Autobiography
II	Biography/Autobiography
III	Short stories or Biography
IV	News Analysis Compose news on the basis of inputs
Books Recommended:	
<ol style="list-style-type: none"> 1. Unit I & II - Prescribed Autobiography/Biography (abridged version) 2. Unit III - Prescribed text for rapid reading Autobiography/biography 3. Unit IV - High School English Grammar & Composition- Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand) 4. Unit IV - English vocabulary in Use- Michael McCarthy & Felicity O'Dell 	

SEMESTER IV

Hindi (BCL 4.H)

Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
-------------------	-----------------	-----------------	-----------------

उद्देश्य:- 1. किसी भी क्षेत्र में सफलता पाने के लिए यह आवश्यक है कि वह अपने विचारों की अच्छी अभिव्यक्ति दें अतः हिन्दी भाषी व्यक्ति सरल व सुबोध हिन्दी में अपने विचारों को मूर्त रूप दे सकता है।

2. आधुनिकता के इस युग में समय की माँग को देखकर युग के साथ कदम से कदम मिलाकर चलने के

लिए हिन्दी ने अपने पुरातन रूप को परिवर्तित कर प्रयोजन मूलक हिन्दी को अपनाया। विविध भाषा भाषी इस भारत में हिन्दी ही ऐसी भाषा है जो अधिक से अधिक लोग समझते हैं, इसलिए आज हिन्दी मीडिया, विज्ञापन, कम्प्यूटर आदि संचार साधनों की भाषा बनी हुई है।

3. इस व्यवहारिक हिन्दी के माध्यम से हिन्दी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। चरित्र निर्माण के साथ वैश्वीकरण के इस युग में व्यक्ति हिन्दी को जीविकोपार्जन का साधन भी बना सकता है।

Unit	Contents
I	गद्य विभाग:- पाठ्यपुस्तक:- “साहित्य वीथिका -भाग-2” 1) लक्ष्मी का स्वागत-एकांकी -उपेन्द्रनाथ ‘अशक’ 2) अभाव-कहानी-विष्णु प्रभाकर 3) अकेली-कहानी-मन्मू भंडारी 4) घर की तलाश-कहानी-राजेन्द्र यादव 5) लकी -कहानी-ममता कालिया वाक्य शुद्धिकरण
II	पद्य विभाग:- पाठ्यपुस्तक:- “साहित्य वीथिका भाग-2” 1) गीत -फरोश-भवानीप्रसाद मिश्र 2) स्वर्णिम पराग-सुमित्रानन्दन पंत 3) धरती स्वर्ग समान-गोपालदास ‘नीरज’ 4) खोने को पाने आये हो ?-माखनलाल चतुर्वेदी 5) झाँसी की रानी की समाधि पर-सुभद्राकुमारी चौहान
III	
IV	व्यवहारिक हिन्दी:- 1 समाचार लेखन - शीर्ष पंक्ति, परिभाषा, समाचार लेखन प्रक्रिया, भाषा शैली, अच्छे समाचार की विशेषताएँ, अच्छे संवाददाता की योग्यताएँ 2.साहित्यिक विषयों, भारतीय त्यौहारों तथा स्वास्थ्य संबंधी विषयों पर आधारित निबंध। (किन्ही चार में से एक विषय पर - शब्द सीमा 250 से 300 तक)
Books Recommended:	
पाठ्यपुस्तक:- 1.“साहित्य वीथिका - भाग-2	
2.	

SEMESTER IV

Marathi (BCL 4.M)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Language
उद्दिष्ट:-			
1 शिक्षण आणि भाषा यांचा संबंध संपूर्ण समाजाच्या अस्तित्वाशी व सुजाण समाज घडविण्याच्या प्रक्रियेशी जुळलेला आहे.			
2 कोणत्याही क्षेत्रात सफलता प्राप्त करायची असेल तर आपलेविचार, कल्पना चांगल्या त-हेने व्यक्त करता येणे आवश्यक आहे.			

3	आधुनिक काळाची बदलाची गती लक्षात घेता विद्यार्थ्यांना विविध अनुभवांना नित्य सामोरे जावे लागत आहे. हे लक्षात घेऊन व्यावहारिक मराठीला अभ्यासक्रमात महत्वाचे स्थान देण्यात आले आहे.
4	व्यावहारिक मराठीच्या अभ्यासक्रमामुळे मराठीभाषेचा अभ्यास करणारा विद्यार्थी रोजगाराच्या क्षेत्रात स्वयंसिद्ध करू शकेल.

Unit	Contents
I	गद्य विभाग: पाठ्यपुस्तक: 'भाषादर्शन' भाग-2 1. इंद्रायणीच्या वाळवंटात (श्री म. माटे) 2. मित्र (ना.सी. फडके) 3. माणसांत विरलेला माणूस (दुर्गा भागवत) 4. रामा मैलकुली (व्यंकटेश माडगुळकर) 5. प्रेम (मारोती चित्तमपल्ली) 6. विज्ञानयुगात भारत (जयंत नारळीकर) अशुद्ध वाक्य शुद्ध करा
II	पद्य विभाग: पाठ्यपुस्तक: 'भाषादर्शन' भाग-2 1. दोन भारुडे (संत एकनाथ) 2. विद्याव्याघ्रत (केशवसुत) 3. आई (यशवंत) 4. विचार झाला पाहिजे (वसंत आबाजी डहाके) 5. आता आम्ही (वैभव सोनारकर)
III	
IV	व्यावहारिक मराठी- 1. स्मरणिका संपादन 2. साहित्य विषयक निबंध (चार पर्यायांपैकी एका विषयावर- शब्दमर्यादा 250 ते 300)
Books Recommended:	
पाठ्यपुस्तक: 'भाषादर्शन' भाग-2	

SEMESTER IV

Management Accounting (BCC 4.1)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Core
Objectives: The objective of the course is to enable students to acquire sound Knowledge of concepts, methods and techniques of management accounting and to make the students develop competence with their usage in managerial decision making and control.			

Unit	Contents
I	INTRODUCTION: Management Accounting – Meaning and Definition, Characteristics, Objectives, scope and functions of Management Accounting- Difference between Financial Accounting, Cost Accounting and Management Accounting. Budgetary Control: Preparation of flexible budget, master budget, sales budget and production budget.

II	<p>FINANCIAL STATEMENT ANALYSIS: Introduction-objectives of analysis of financial statement; tools of financial statement analysis.</p> <p>RATIO ANALYSIS: Ratio Analysis-Meaning and rationale, advantages and limitations. Types of Ratios Liquidity Ratios, Solvency Ratios, Profitability Ratios, Efficiency Ratios, Integrated Ratios, Multi –step income statement, Horizontal analysis, Common sized statement, Trend analysis, Analytical Balance Sheet.</p>
III	<p>FUND FLOW AND CASH FLOW STATEMENT</p> <p>A. Meaning of Fund flow statement -Uses of fund flow statement, Funds Flow Statement and Income Statement. Preparation of Funds Flow Statement.</p> <p>B. Meaning of Cash flow statement- Preparation of Cash Flow Statement as per AS - 3. Difference between Cash Flow Analysis and Funds Flow Analysis. Utility of Cash Flow Analysis. Limitations of Cash Flow Analysis.</p>
IV	<p>Break Even Point Analysis, Variance Analysis: Material Price Variance, Labour Price Variance, Fixed Overhead Variance and Variable Overhead Variance</p>
<p>Books Recommended:</p> <ol style="list-style-type: none"> 1. Management Accounting, Surendra Singh, PHP Larning Pvt. Ltd., Delhi, 2016. 2. Management Accounting, M. Y. Khan. K. P. Jain, Tata Macgraw Hill Education Pvt. Ltd., Delhi, 2011. 3. Management Accounting, Dr. B. K. Mehata, SBPD Publication, Agra, 2015. 4. Management Accounting, RSN Pillai, S. Chand & Co., Ltd., New Delhi, 2012. 5. Management Accounting, M. Muniraju, Himalaya Pub. House, 2011. 6. Management Accounting, Dr. Jawaharlal, S. Chand & Co., Ltd., New Delhi, 2006. 7. Principles of Management Accounting, S. N. Maheshwari, S. Chand & Co., Ltd., New Delhi, 2007. 8. Financial Management, Ravi M. Kishore, Taxmann, New Delhi. 9. Accounting for Management Planning and Control, Richard M. Lynch and Robert Williamson, 10. Advanced Management Accounting, Ravi Kishor, Taxmann, New Delhi. 	

SEMESTER IV

Business Law (BCC 4.2)			
Teaching Hours: 4	Total Credit: 4	Total Marks: 80	Group: Core
Objective: To provide a brief idea of Indian Business Laws			

Unit	Contents
I	INDIAN CONTRACT ACT, 1872

	<p>Definition, Essential elements of a valid contract, Agreements, Offer and Acceptance, Essentials of a valid offer and acceptance, Consideration, no consideration no contract, Capacity of parties to contract, Free consent, Legality of object, Agreement declared void.</p> <p>Performance of a contract, Types of performance, Discharge of contract, Breach of contract, Remedies for breach of contract;</p> <p>Quasi contract, Contingent Contract</p>
II	<p>SALE OF GOODS ACT, 1930</p> <p>Meaning of contract of sale, Difference between sale & agreement to sell, Goods, Classification of goods, Price- modes of fixing price, Conditions and Warranty, Implied Conditions and Warranty, Difference between conditions and warranty, Transfer of ownership/property in goods, Doctrine of 'Caveat Emptor', 'Nemo dat quod non habet', Unpaid seller, Rights of an unpaid seller, Sale by auction</p>
III	<p>CONSUMER PROTECTION ACT, 1986</p> <p>Definitions- Complaint, Complainant, Consumer, Person, Service, Defect, Deficiency, Unfair trade practices.</p> <p>Rights of consumers; Procedure to file complaint; procedure on receipt of complaint; Remedies available to consumers</p> <p>Consumer protection Councils; Consumer Disputes Redressal agencies- District Forum, State Commission, National Commission, their jurisdiction.</p>
IV	<p>INTELLECTUAL PROPERTY LAW</p> <p>Copyright- meaning of copyright, infringement of copyright;</p> <p>Trademark Act 1999- Definition of trade mark; Doctrine of deceptive similarity; infringement of trademark; Remedies in case of infringement</p> <p>Patents Act- Definition, patentable inventions; Procedure for obtaining patent; opposition to grant of patents; infringement of patents; Offences under the Patent Act; penalties</p>
Books Recommended:	
<p>1. Business Laws, Kapoor N.D., Sultan Chand & Sons, New Delhi</p> <p>2. Intellectual property Rights & Law, G.B. Reddy –Gogia Law agency Hyderabad.</p> <p>3. Law and Practice of intellectual Property, Vikas Vashisht, Bharat Law House Delhi, 1999.</p>	

4. **I.T. Rules with Information Technology Act, 2000**, Taxmann Publication Pvt. Ltd. New Delhi
5. **Law of Information Technology**, Paintall D; Taxmann Publication Pvt. Ltd., New Delhi

SEMESTER IV

Entrepreneurship Development (BCC 4.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: <ol style="list-style-type: none"> 1. To acquaint with basics of subject. 2. To impart the knowledge and scope of entrepreneur. 3. To motivate the students for self-employment 			

Unit	Contents
I	History of Entrepreneurship: <ol style="list-style-type: none"> a) Meaning b) Definition c) Objectives d) Scope e) Advantages f) Barriers g) Rate and functions of entrepreneurs; need for an entrepreneur h) Entrepreneurship development in India i) Women Entrepreneurs; Function of women Entrepreneur; Growth of women Entrepreneurship in India
II	Entrepreneurship Trends; <ol style="list-style-type: none"> a) Forms and ownership b) Franchising c) Types of entrepreneurship d) Choice of entrepreneurship as a career e) The Entrepreneurship Development cycle f) Issues and opportunities g) Documents and clearance required by Nationalized Bank
III	Opportunity Scouting and Idea Generation; <ol style="list-style-type: none"> a) Role of creativity and innovation and business research b) Sources of business ideas/Generating Business Ideas c) Procedure of setting up a small business

	d) Developing entrepreneurial potentials e) NGO's and entrepreneurship f) Project report; project Appraisal preparation of DPR; format of DPR.
IV	Rural Entrepreneurship a) Meaning, Rural Market b) Need for entrepreneurship in rural sector c) Rural Entrepreneurship available schemes d) Problems of Rural Entrepreneurship in India e) How to develop Rural Entrepreneurship with and without the help of technology f) Take any 1 case study on Rural Entrepreneurship E.g. Rural to Global, Rural to National
Books Recommended:	
1. Entrepreneurship 6th edition , Robert D Hisrich, Tata McGraw-Hill. 2. Entrepreneurship Development , S. S. Khanka, S. Chand & Co. 3. Entrepreneurship , Roy, Oxford University Press. 4. Entrepreneurship Development , Shiba Charan, Anmol Publication.	

SEMESTER IV

Environment Studies (BCSFC 4.0)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core Skill Foundation</i>
<u>Objectives:</u> At the end of the course it is expected that the students will be <ul style="list-style-type: none"> Proficient and knowledgeable about the understanding of natural system. Familiar with the issues and problems in environment, causes of such problems, effect of such issues and pollution on human life and remedies for these problems and pollution. 			

Unit	Contents
I	Ecosystem and the Environment a) Definition, Scope and importance of Environmental studies, Need for Public awareness. b) Concepts of an Ecosystem, Structure and functions of an Ecosystem. c) Producers, Consumers and Decomposers in an Ecosystem.
II	Natural Resources

	a) Renewable and non-renewable resources, Role of individual in conservation of natural resources for sustainable life styles. b) Use and over exploitation of Forest resources, Deforestation, Dams and their effects on forest and tribal people. c) Use and over exploitation of surface and ground water resources, Floods, Drought, Dams- benefits and problems
III	<p>Biodiversity and its Conservation</p> a) Definition, Genetic, Species and Ecosystem diversity, Bio-geographical classification of India. b) Value of biodiversity: Consumptive use, Productive use, Social, Ethical, Aesthetic and option values. <p>Environmental pollution</p> a) Definition, Causes, effects and control measures of Air pollution. Water pollution and Soil pollution. b) Causes, effects and control measures of Marine pollution, Noise pollution, Nuclear Hazards.
IV	<p>Population issues and the Environment:</p> a) Population growth, Population explosion- Family welfare programmes, Environment and Human health, Value education. b) Woman and Child welfare, Role of information technology in environment and human health.
Books Recommended:	
1. Text Book of Environmental Studies , Bharucha Erach (ed), University Press (India) Pvt. Ltd. 2. The Biodiversity of India , Bharucha Erach, Mapin Publishing Pvt. Ltd, Ahmedabad 2003, 3. Environmental Science , IndiaSantra S.C(ed), New Central Agency Pvt Ltd. Kolkata, India. 4. Perspectives in Environmental Studies , Kaushik, Anubha & Kaushik, C.P., New Age International (P) Ltd. Publisher, New Delhi, 2006.	

SEMESTER V

Corporate Accounting (BCC 5.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: To give practical knowledge about corporate accounting			

Unit	Contents
------	----------

I	Final Account of Joint Stock Company as amended by Companies Act, 2013
II	Holding Company Accounts including preparation of consolidated balance sheet, intercompany transactions, issue of bonus shares etc.
III	Unit III: Liquidation of Companies or Winding-up of companies; Preparation of Liquidator's Final Statement of Account
IV	<p>Valuation of Goodwill - Meaning and features of goodwill, need for valuation of goodwill, factors influencing valuation of goodwill. Methods of valuation of goodwill - Average profit method, Weighted average profit method, Super profit method, Capitalization method.</p> <p>Valuation of shares - Meaning and need for valuation of shares, factors influencing valuation of shares, Methods of valuation of shares - Net asset method, Yield method, Fair value method.</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. Financial Accounting, Paul, S. K, New Central Book Agency, 2. Financial Accounting For Managers , Ghosh, T. P, Taxman Allied Service. 3. Financial Accounting, Mohammed Hanif, Amitabh Mukherjee, Tata McGraw-Hill Education. 4. Financial Accounting, Dr.V.K.Goyal, Published by Excel Books. 5. Financial Accounting, Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 6. Financial Accounting, Grewal, Shukla, S. Chand (Sultan Chand Publications), Delhi 7. Corporate Accounting, Dr. R.K. Mittal, Dr. Shagun Ahuja, VK Publications 8. Corporate Accounting, Mukherjee & Hanif, Amitabha Mukherjee Mohammed Hanif Tata McGraw-Hill Education. 	

SEMESTER V

Indian Financial System (BCC 5.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objective: To enable and equip the students with the understanding of Indian Financial System.			

Unit	Contents
I	<p>Components of formal financial system- Structure & Functions of Financial system, Nature and role of financial institutions and financial markets, financial system and economic growth.</p> <p>Money Markets - Overview of money markets, functions & operations, instruments, Treasury Bills and types, Commercial papers,</p>

	<p>Commercial bills, Call money market, Moneymarket intermediaries, Money markets and monetary policies in India.</p> <p>CAPITAL MARKET</p> <p>Capital Market: Structure of the Indian Capital Market – Recent Developments in the Indian Capital Market - Interlink between Money Market and Capital Market - Overview of Debt Market in India</p>
II	<p>Financial regulations & financial services-</p> <p>Financial Regulation - SEBI – Management, powers and functions, Investor protection measures, RBI – objectives, organization, role. Financial services: Meaning, need and importance Factoring, Securitization of debt, Plastic money, Venture Capital, Credit rating</p>
III	<p>Financial Instruments:</p> <p>Traditional Instruments: Equities, Debentures and Bonds; Hybrid Instruments: Different types of bonds such as Floating Rate Bonds, Zero Coupon Bonds, Deep Discount Bonds, Inverse Float Bonds</p>
IV	<p>The Derivative Market in India:</p> <p>Meaning of Derivatives; Participants in the Derivatives Markets – Hedgers, Arbitraders and Speculators; Significant of Derivative Market; Types of Financial Derivatives – Forwards, Futures, Options and Swaps; Derivatives Trading in India</p>
Books Recommended:	
<ol style="list-style-type: none"> The Indian Financial System –Markets, Institutions, and Services,(2nd Edition), Pathak Bharati , Pearson Education, New Delhi, 2008. Financial Institutions and Markets, Growth and Innovation, Bhole L. M., TataMcGraw-Hill, New Delhi, 2008 . Financial Economics, Bodie, Z. et. el., Pearson Education, New Delhi, 2009. Introduction to Futures and Options Market, Hull John, Prentice Hall of India, Delhi, 2002. Financial Services, Khan, M.Y., Tata McGraw Hill, New Delhi, 2007. Management of Banking and Financial Services, Paul, J. and P. Suresh, Pearson Education, Delhi, 2008. Reserve Bank of India (various issues) Report on Currency and Finance, RBI, Mumbai. Futures and Options – Equities and Commodities; Sridhar, A. N., Shroff Publishers, Mumbai 2006. 	

SEMESTER V

Human Resource Management (BCC 5.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Foundation</i>
Objective: Students will learn the basic concepts and frameworks of human resource management (HRM), and understand the role that HRM has to play in effective business administration. This syllabus will also improve students' ability to think about how HRM should be used as a tool to execute strategies.			

Unit	Contents
I	Introduction: Concept, Nature, Scope, Objective, Scope and Importance of HRM, role of personnel Manager, evaluation of the concept of HRM in India.
II	Human Resource Planning: Introduction, process of HRP; recruitment - definition, sources & process; orientation; Selection- selection process, new tools & methods of selection, interview, test & assessment of effectiveness of selecting tools; induction and placement. Training & Development – Meaning, definition, importance, needs, types of training , evaluation & effectiveness of training, task analysis, man analysis, organizational analysis, responsibility of training areas identified by trainers.
III	Employment Remuneration and Compensation: Introduction, nature & purpose of wage determinations process, incentive plans & profit sharing, exit policy – VRS, resignation, termination. Job Evaluation and Design: concept, objectives, limitations, importance; methods and procedures. Competency approach to Job evaluation, Job design, job specification & role analysis, factors affecting Job design, Techniques of Job Design. Cases & exercise in understanding Job analysis. Personal Records, Audit and Research: introduction, purpose and fundamental principles of record keeping.
IV	Performance Appraisal and Merit Rating: Nature, objective, limitation- various methods- modern & traditional, multiple person evaluation methods, performance test & field review techniques, appraisal, praise, recognition, rewards and incentives, promotion. HR record , MIS, HR report, HR formats, personal files, attendance, leave, medical records, absenteeism, Merit rating- concepts, methods, difference between job evaluation and merit rating.
Books Recommended:	
1. A Text book of Human Resource Management , C. B. Mamoria & S. V. Gankar.	

Himalaya Publishing House

2. **Personnel and human Resource management - Text & cases**, P Subba Rao, Himalaya Publishing House
3. **Human resource Management**, P. Jyothi, Oxford University Press.
4. **Human Resource Management**, Ninth Edition, R.WayneMondy, Robert M, Noe, Pearson Education .
5. **Human Resource and Personnel Management – Text and cases**, K. Aswathappa, Publication.

SEMESTER V

Direct Taxes (BCC 5.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
<u>Objectives:</u> After studying this paper, the student will be able to – <ol style="list-style-type: none">1. know the various provisions relating to Income and Incomes tax computation2. understand the basic concepts of the Income Tax Act 1961 and get the elementary knowledge of scheme of taxation in India3. compute Income and Tax of an Individual assessee under the Act.			

Unit	Contents
I	Introduction of Income Tax Act 1961 and basic concepts a) Study of basic concepts – Introduction of Income Tax Act 1961, Finance Act; Concepts of - Agricultural income, Assessee, Assessment year, Previous year, Person, Income, Gross total income, Charge of income Tax; Average rate of tax, Capital and Revenue Receipts, capital or revenue expenditure, Heads of Income; Taxability of Agricultural Income. b) Residential Status - Rules for determining residential status of Individual, HUF, Firm and Company, need to determine residential status, Incidence of tax
II	Computation of Income from Salary a) Income from Salary - Salary, Allowances, perquisites and retirement benefits, exemptions and deductions, computation of salary income. (Study of the sections relevant to the topic) b) Allowances to be studied – HRA, Transport Allowance, Children Education Allowance, Medical allowance. c) Perquisite to be studied – Rent-free Accommodation d) Deduction on account of Professional Tax

	e) Practical problems on computation of salary income
III	<p>Computation of Income from House Property</p> <p>a) Income from House Property - Study of the concepts: Let-out property, Self-occupied properties, Gross Annual Value, Net Annual value – Deductions allowable while computing income from house property (Study of the sections relevant to the topic)</p> <p>b) Computation of house-property income – Practical problems on computation of income from house property</p> <p>Computation of Income from Other Sources</p> <p>a) Income from other sources – Concept of Income from other sources - Sources to be covered - Interest on Bank Saving deposit, Bank Fixed Deposit, Accrued Interest on NSCs</p> <p>b) Computation of income from other sources - Practical problems on computation of income from other sources</p>
IV	<p>Computation of Taxable Income and Income tax of an Individual Assessee</p> <p>a) Computation of Gross Total Income, Deductions under sections 80-C, 80-CCC, 80-CCD, 80CCD(1B), 80-D, 80-E, 80-G, 80-TTA</p> <p>b) Income tax slabs and rates for the Assessment year under study, including Education cess, Higher education cess, surcharge (in case applicable for the assessment year)</p> <p>c) Computation of Total Income and Income Tax of an Individual assessee.</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. Students Guide to Income Tax, Vinod K. Singhania Publisher, Taxmann Publications Pvt Ltd, New Delhi. 2. Systematic Approach to Taxation, Dr Girish Gupta, Dr Ravi Ahuja, Bharat Publications 3. Students Handbook on Income tax, T. N. Manoharan and G. R. Hari, Snow White Publications. 4. Direct Tax Laws, T. N. Manoharan and G. R. Hari, Snow White Publications. 5. Students Guide to Income Tax, Dr Monica Singhania / Dr. Vinod K Singhania, Taxmann Publications Pvt Ltd, New Delhi. 6. STUDENTS GUIDE TO INCOME TAX WITH PROBLEMS AND SOLUTIONS (COMBO), Dr Monica Singhania / Dr. Vinod K Singhania, Taxmann Publications Pvt. Ltd, New Delhi. 7. Income Tax Law & Accounts, Mehrotra, SahityaBhavan, Agra. 8. Law and Practice of Income-tax in India, Bhagavati Prasad, New Age International Publishers, New Delhi. 9. Direct Tax Laws, Dr. Girish Ahuja & Ravi Gupta, Bharat Publications 	

SEMESTER V

Indian Banking and Insurance Systems (BCDE 5.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific Elective</i>
Objective: This course aims at providing the understanding of basic principles followed in Banking and Insurance.			

Unit	Contents
I	Introduction: Origin of banking: definition, banker and customer relationship, General and special types of customers, Types of deposits, Origin and growth of commercial banks in India. Financial Services offered by banks, changing role of commercial banks, types of banks.
II	Banking Lending: Principles of sound lending, Secured vs. unsecured advances, Types of advances, Advances against various securities.
III	Internet Banking: Meaning, Benefits, Home banking, Mobile banking, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.
IV	Insurance: Basic concept of risk, Types of business risk, Assessment and transfer, Basic principles of utmost good faith, Indemnity, Economic function, Proximate cause, Subrogation and contribution, Types of insurance: Life and Non-life, Re-insurance, Risk and return relationship, Need for coordination. Power, functions and Role of IRDA, Online Insurance
Books Recommended:	
<ol style="list-style-type: none"> 1. Banking and Insurance, Agarwal, O.P., Himalaya Publishing House 2. Financial Services Banking and Insurance, Satyadevi, C., S.Chand 3. Practical and Law of Banking, Suneja, H.R., , Himalya Publishing House 4. Elements of Banking Law, Chabra, T.N., Dhanpat Rai and Sons 5. Elements of Banking and Insurance, Jyotsna Sethi and Nishwan Bhatia, PHI Learning 	

SEMESTER V

Organizational Behavior (BCDE 5.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific Elective</i>
Objective: The main objective is to familiarize the students with the basic concepts and factors underlying organizational behaviour so as to make them understand what shapes the way, organisations' work. Thus, it aims to provide better understanding of human behaviour in organisations.			

Unit	Contents
I	Introduction to Organizational Behaviours - Organizational Behaviours – Definition, nature, importance & role of Organizational Behavior, relationship of Organizational Behavior with other sciences
II	Foundations of Individual Behavior and Group Behavior - Perception Process - Nature & Importance - Perceptual Selectivity - Perceptual Organization Personality & Attitudes - Meaning of personality - Development of personality - Nature and dimensions of attitude - Job Satisfaction - Organizational Commitment, Values. Learning - Process of Learning - Principles of Learning – Theories of Learning. Foundations of Group Behavior: The nature of groups- formal and informal groups, stages of group formation, group dynamics, group norms, group cohesiveness, small groups in organization, leadership and its theories.
III	Conflict and Organisational Change Management: Conflict: concept, goal conflict, conflict levels, sources of conflict in organizations, symptoms and causes of conflict, strategies for the management of conflict, functional and dysfunctional aspects of organizational conflict. Management of Change - Importance - Forces responsible for change - Resistance to change - Overcoming resistance to change - Introduction of change in the organization -Organizational Development as a tool for introduction of change. Work Stress: Concept, Sources of Stress, Effects of stress and stress management.

IV	<p>Organizational Development Techniques: Organizational Development Techniques: Goals of organizational development, principles underlying Organizational Development and process of Organizational Development, Organizational Development interventions.</p> <p>Organizational Culture - Organizational Effectiveness.</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. The Process of Management: Concepts, Newman and Warren, Behaviour and Practice, Prentice Hall of India Ltd., New Delhi. 2. Organisational Behaviour, Shashi K. Gupta, Kalyani Publications. 3. Organisational Behaviour, Stephen Robbins & Timothy Judge, Pearsons Publication. 	

SEMESTER V

Security Analysis & Portfolio Management (BCDE 5.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific elective</i>
<p>Objective: This course aims at providing the students a comprehensive introduction to the areas of security analysis and portfolio management and equipping them with advanced tools and techniques for making profitable investment decisions.</p>			

Unit	Contents
I	<p>INTRODUCTION TO INVESTMENT AND SECURITY ANALYSIS</p> <p>Meaning of investment – speculation and Gambling – Investment avenues - Types of investors – Investment objectives – The investment process – Security Analysis– Meaning of security – Types of securities – Meaning of security analysis</p> <p>Risk and Return – Computation of return – Meaning and definition of risk – Types: (Systematic risk- Market risk, Purchasing power risk, Interest rate risk, Unsystematic risk- Business risk (Internal, External), Financial risk) – Minimizing risk exposure</p> <p>Risk measurement - Standard deviation – Meaning of Beta – Computation and interpretation – Use of beta in estimating returns. (Including simple problems)</p>
II	<p>FUNDAMENTAL ANALYSIS & TECHNICAL ANALYSIS</p> <p>Economic analysis: Factors in Domestic and International economy – Economic forecasting and stock-investment decisions – Types of economic forecasts – Forecasting techniques – Anticipatory surveys –</p>

	<p>Barometric or Indicator approach (Delhi School of Economics- ECRI methodology) – Money supply approach – Econometric model building – Opportunistic model building.</p> <p>Industry analysis: Industry classification schemes –Classification by product and according to business cycle – Key characteristics in industry analysis – Industry life cycle–Sources of information for industry analysis.</p> <p>Company analysis: Sources of information for company analysis (Internal, External) – Factors in company analysis – Operating analysis – Management analysis – Financial analysis – Earnings quality.</p>
III	<p>SECURITIES RETURN AND VALUATION ANALYSIS</p> <p>Fixed-Income Securities – Overview of fixed-income securities – Risk factors in fixed-income securities (Systematic and unsystematic) – Bond analysis – Types of bonds–Major factors in bond rating process – Bond returns – Holding period return - Concept of yield – Current yield – Yield-to-Maturity – Price-yield relationship – Convexity - Term structure of interest rates and yield curve – Duration - Valuation of preference shares.</p> <p>Stock Return and Valuation – Anticipated returns, Present value of returns, Constant Growth model, Two-Stage Growth model, The Three-Phase Model, Valuation through P/E ratio.</p>
IV	<p>PORTFOLIO MANAGEMENT AND CAPITAL MARKET THEORY</p> <p>Efficient Market Hypothesis (EMH) – Random Walk theory – Forms of EMH – EMH and empirical findings – Implication of EMH on fundamental and technical analysis – Market inefficiencies.</p> <p>Portfolio Analysis – Selection and Evaluation – Meaning of portfolio – Reasons to hold portfolio – Diversification analysis – Markowitz's Model – Assumptions – Specific model – Risk and return optimization – Efficient frontier – Efficient portfolios – Leveraged portfolios – Corner portfolios – Sharpe's Single Index model – Portfolio evaluation measures – Sharpe's Performance Index – Treynor's Performance Index – Jensen's Performance Index.</p> <p>Capital Market Theory – CAPM theory: Assumptions – CAPM Model – Capital Market Line (CML) – Security Market Line (SML) – Evaluation of securities – Present validity of CAPM – Arbitrage Pricing Theory (APT) – Assumptions – APT model – AP equation – Factors affecting return – APT and CAPM.</p>
Books Recommended:	

1. **Security Analysis and Portfolio Management**, Fischer & Jordan, Prentice Hall India.
2. **Security Analysis and Portfolio Management**, P. Chapter havathy Pandian, Vikas Publishing House Pvt. Ltd.
3. **Financial Management**, I.M.Pandey, VikasPublishingHousePvt.Ltd.
4. **Investment and Securities Market in India**, V.A.Avadhani, Himalaya Publishing House.
5. **Options and Futures: Indian Perspective**, D.C.Patwari, Jaico Publishing House.
6. **Introduction to Futures and Options**, Hull, PrenticeHall.
7. **An Introduction to Commodity Trading**, Richard Waldron, Quantum Publishing.
8. **Introduction to Commodity Futures and Options**, NickBattley, Irwin
9. **Security and Portfolio Analysis**, French,Don, MerrilPublishingCo.
10. **Investment Management**, PreetiSingh, HimalayaPublishing.
11. **Portfolio Management**, DevinS., PrenticeHall.
12. **Portfolio Analysis and Management**, V.K.Bhalla, Sultan Chand & Sons

SEMESTER V

Production Management (BCDE 5.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific Elective</i>
Objectives: <ol style="list-style-type: none"> 1. To introduce students with various techniques of production planning and management. 2. To introduce students with various tools for material management 			

Unit	Contents
I	An Introduction to Production/Operations Management <ol style="list-style-type: none"> a) Meaning & Introduction to Production & Operations Management b) Scope of Operations Management w.r.t. Design & Selection of Product, Selection & Planning for Process as well Layout, Selection of Location, Capacity Planning, Types of Production systems and Operational/Short Term Decisions. c) Criteria of Performance d) Operations Strategy

	<ul style="list-style-type: none"> i) Product selection & Product selection Process ii) Product development & design–Form & functional Design, Design w.r.t. Cost, Design for Volume w.r.t. Reparability, Redesign & Miniaturization. e) The comparison between Product Innovation & Process Innovation.
II	<p>Services</p> <ul style="list-style-type: none"> a) Meaning of Service & Intangibility of Service b) Customer’s view w.r.t. Service c) Comparison between Services & Goods. d) Non-inventor ability of services & Customer Involvement e) Service Matrix & Implications for Operations Policy f) Determinants of Service Quality
III	<p>Productivity</p> <ul style="list-style-type: none"> a. Introduction & Meaning of Productivity & Output b. The concepts of Inputs & Productivity Measures c. The concept of Multi Factor Productivity & Efficiency & Effectiveness d. Introduction to - <ul style="list-style-type: none"> i. Business Process Re-engineering(BPR) ii. Benchmarking & its classification e. Introduction to various measures to increase Productivity f. Meaning of Pursuit of Excellence
IV	<p>Materials Management</p> <ul style="list-style-type: none"> a) Concept, Importance & Functions of Inventory Management b) Various Costs associated with Inventory c) The concepts of– EOQ & Safety/Buffer stock d) Classification of Materials – ABC, VED, FSN, SDE & HML e) Latest terminology in Inventory management–JIT & its philosophy, Kanban f) Concepts of Materials Requirement Planning (MRP), Master Production Schedule (MPS) & Bill of Materials (BOM).
Books Recommended:	
<ol style="list-style-type: none"> 1. Production & Operations Management, S.N.Chary, TataMcGrawHill 2. Production & Operations Management, Chunawala&Patel, Himalaya 	

Publishing House

3. **Production & Operations Management**, K.Ashwathappa & K.ShridharBhat, Himalaya Publishing House.
4. **Production & Operations Management**, Upendra Kachru, ExcelBooks
5. **A Modern Approach To Operations Management**, Dr Ram Naresh Roy, New Age International
6. **Production and Operations Management**, Everette E. Adam, Jr. Ronald J. Ebert; Prentice Hall of India
7. **Production and Operations Management**, N.G. Nair; Publisher: Tata Mc. Graw Hill
8. **Production and Operations Management**, Panneerselvam R; Publisher, Prentice Hall of India
9. **Operations Management**, Shafer Scott M; Publisher, John Wiley
10. **Succeeding in Project-Driven Organizations**, Knutson Joan; Publisher, John Wiley

SEMESTER V

Quantitative Aptitude and Logical Reasoning (BCGE 5.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Generic Elective</i>
Objectives: 1. To develop an understanding of the basic mathematical and statistical tools and their application in business and finance. 2. To develop logical reasoning skills and apply the same in simple problem solving. 3. The students should be able to evaluate various real life situations by resorting to analysis of key issues and factors			

Unit	Contents
I	Ratio & Proportion and Indices Ratio - Meaning, properties, the concept & application of inverse ratio. Proportion – Meaning, properties of proportion, laws on proportion (Invertendo, Alternendo, Componendo, Dividendo) Indices – Meaning of indices & laws of indices (Easy applications)
II	Simple & Compound Interest & Annuity Concept of interest, reasons why interest is charged, definition of Interest, Principal, Rate of interest & Accumulated amount. Simple interest & Compound interest, difference between SI & CI, effective rate of interest, basic concept of Annuity & Future value, future

	value of an annuity regular, basic concept of present value.
III	Statistical Description of Data, Measures of Central Tendency & An introduction to Dispersion Introduction of statistics, collection & presentation of data, frequency distribution of data. Definition of central tendency, arithmetic mean, properties of arithmetic mean, median & its properties, mode. Definition of dispersion, range & coefficient of range.
IV	Logical Reasoning Number series, Alphabet series, letter coding, number coding and blood relations. (Basic & Moderate level)
Books Recommended:	
1. Quantitative Aptitude for competitive exams , Dr. R. S. Agrawal, S. Chand. 2. A Modern Approach to Logical Reasoning , Dr. R. S. Agrawal, S. Chand 3. Quantitative Aptitude for all competitive exams , Abhijit Guha, Tata Mac Graw Hill. 4. Quantitative Aptitude for CAT , Deepak Agrawal & D. P. Gupta. 5. Quantitative Aptitude , Shripad Deo, Allied Publishers Pvt. Ltd. 6. ICAI study module of CA Foundation course , Paper 3 Business Mathematics & Logical Reasoning & Statistics.	

SEMESTER V

Econometrics (BCGE 5.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Generic Elective</i>
Objectives: The course is designed to equip students with basic econometric skills required for applied research in Economics.			

Unit	Contents
I	Introduction Concept, Meaning and Definition; Methodology of Econometrics- Statement of Theory or Hypothesis, Specification of the Econometric Model of Consumption, Forecasting or Prediction, . Use of the Model for Control or Policy Purposes. Types of Econometrics.
II	Classical Linear Regression Model Types of Data: Cross-Section, Time Series, Panel Data; Steps in Empirical Econometric Analysis; Concept of Population Regression Function and Sample Regression Function

III	Estimation and Results Estimation of the SRF using OLS; Analysis of Variance; Coefficient of Determination R^2 ; Assumptions underlying Classical Linear Regression Model; Gauss Markov Theorem
IV	Multiple Linear Regression Model -I Interpretation of Partial Regression Coefficients; Interval Estimation and Hypothesis Testing:
Books Recommended:	
1. Basic Econometrics , Gujarati, Damodar N.; Porter, Dawn C. & Gunasekar, Sangeetha: (5th ed.) New Delhi. Tata Mcgraw Hill Education Private Limited, 2012. 2. Introduction to econometrics , Dougherty, Christopher: (4th ed.) New Delhi. Oxford University Press, 2011. 3. Econometric models, techniques and applications , Intriligator, Michael D.: New Delhi. Prentice-Hall Of India Private Limited, 1980. 4. Elements of econometrics , Kmenta, Jan: (2nd ed.) New York. Macmillan Publishing Company, 1986.	

SEMESTER V

E-Governance (BCGE 5.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Generic Elective</i>
Objectives: To aware students about the application of information and communication technology (ITC) for delivering government services, exchange of information, communication transaction, etc.			

Unit	Contents
I	Introduction to E-Governance: <ol style="list-style-type: none"> Overview of e-governance and role of ICT in Good Governance E-Governance initiatives in various sectors in India: Agriculture, Trade and Commerce Sector
II	E-governance Compliance in Direct Taxes: <ol style="list-style-type: none"> Procedure for registration for online portal of Income Tax; Procedure for e-filing of Income Tax Returns; Various types of forms of income tax return; E-verification of Income Tax Returns, E-payment of Income Tax: Due Dates; Various Challans for E-payment of Income Tax. E-filing of audit Report: Various forms of Audit Report: 3CA, 3CB,

	annexures to Audit Report 3CD.
III	E-governance Compliance in Indirect Taxes: <ol style="list-style-type: none"> 1. GST Network: Meaning, Facilities provided by GSTN 2. Procedure for online registration of a dealer for Good and Service Tax 3. Procedure for filing GST returns; Various types of GST Returns.
IV	E-governance Compliance for Companies and Limited Liability Partnerships (MCA21 Portal): <ol style="list-style-type: none"> 1. Services provided by Ministry of Corporate Affairs online portal; Procedure for online application for Director's Identification Number (DIN); Procedure for online application for Corporate Identification Number (CIN), E-filing of Annual returns of Company 2. Services for Limited Liability Partnership (LLP): Check LLP name; Annual E-filing for LLP; Change LLP Information etc.
Books Recommended:	
<ol style="list-style-type: none"> 1) E-Governance and Social Inclusion – Concepts and Cases, Scott Baum and Arun Mahizhnan, IGI Publications. 2) E-Governance, Pankaj Sharma, APH Publishing 3) E-Governance in India – Initiatives and Cases, R. P. Sinha 	

SEMESTER V

Introduction to Travel and Tourism (BCGE 5.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Generic Elective</i>
Objectives: <ol style="list-style-type: none"> 1. To make students understand the scope in travel and tourism and various aspects related to it. 2. To give brief description about the Indian tourism vis-à-vis world tourism. 3. To aware about basic concepts and types of travel and tourism. 			

Unit	Contents
I	Tourism Concepts & Significance Definitions, Tourist, Tourism, Leisure, Recreation, Terminology, An overview of Tourism, Historical Development of Tourism, A historical perspective. of travel, Famous travelers, The Industrial revolution and travel, History of transport and its impact on tourism development

II	<p>Tourism Systems, Scope, & Impacts</p> <p>System approach to Tourism; Tourism Industry; Structure and Components: Attractions, Accommodation, Activities, Transportation, F&B, Shopping, Entertainment, Infrastructure and Hospitality, Ideals of • Responsible Tourism, Alternate Tourism, Tourism Impacts, Tourism Area Life Cycle (TALC), Demonstration Effect, Push and Pull Theory</p>
III	<p>Travel Motivations & Types</p> <p>Major motivations and deterrents to travel; Typology of Tourism, Emerging areas of tourism - Rural, Eco, Medical, MICE, Literary, Indigenous, Wellness, • Film, Golf, etc., Classification of Tourists; Tourism Destinations of India: Ecotourism, Rural Tourism, Golf Tourism, Wine Tourism, Camping Tourism, Medical Tourism, MICE Tourism, Pilgrimage Tourism</p>
IV	<p>Tourism Communication System</p> <p>Process of Communication, Formal and Informal Communication, Verbal and non-Verbal Communication, Barriers to Communication, Role of Language in Tourism Communication, Communication Process, Tourism Communication System, Methods of achieving Effective Communication, Measurement of Impact of Communication, Mass Media, Media Relations</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. International Tourism Management, Bhatia, A.K. (2001), Sterling Publishers, New Delhi. 2. Tourism Operations and Management, Sunetra Roday, et al (2009), Oxford University Press. 3. Tourism - Past, Present and Future, Burkart A.J., Medlik S. (1974), Heinemann, London. 4. The Travel Industry, Chuck Y. Gee, James C. Makens & Dexter J. L. Choy (1989), Van Nostrand Reinhold, New York. 5. Effective Business Communication, Kaul, Asha (2005), PHI, New Delhi. 	

SEMESTER VI

Auditing and Corporate Governance (BCC 6.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objective: To imbibe the knowledge of Corporate Governance and good governance practices to the students. It will help the students in better understanding of Corporate World and its outcome based ethical business practices.			
Unit	Contents		
I	<p>Perspectives on Corporate Governance : Theoretical background, Objectives of Corporate Governance, Features of Corporate Governance, Advantages of good corporate governance. Corporate Governance Code and Principles of Corporate Governance. Theories of Corporate Governance. Control model of governance chain. Corporate Governance in India. Corporate Governance and its obligations to stakeholders.</p> <p>Globalization and Corporate Governance, Mechanisms of Corporate Governance, Models of Corporate Governance, Supportive Environment to Corporate Governance.</p>		
II	<p>Board of Directors: Powerful Instrument of Governance, Types of Directors, Importance of Independent Directors, Board Committees and Chairman, Separation OF CEO & Board Chairman post, Nomination Committee, Board Selection, Boards Performance Evaluation . Executive Compensation, Role of Remuneration Committee, Human Side of Governance</p> <p>Financial Oversight and Audit Mechanisms, Audit Committee, Disclosure mechanisms, Role of SEBI, Governance and Risk Management, Risk Management Committee</p> <p>Responsibilities of Shareholders, Minority Shareholders' Protection, Stakeholder Protection.</p>		
III	<p>Cases of Good Governance in Indian Companies. Best Practices at Infosys and Sony Ltd. Merits and Significance of Good Governance. Regulatory Framework for Corporate Governance in India. Cases of Financial Scams and White Crimes in Indian Corporate Houses, Legislations and Regulations. Laws pertaining to Corporate Governance in Indian and Foreign Context .SEBI Guidelines on Governance. Corporate Governance in PSUs, Banks and Insurance Companies.</p>		
IV	<p>Ethical Corporate Governance, Ethical Leadership in Corporate Houses., Corporate Ethics. Code of Ethics; Ethics Committee; Ethics Training; Integrity Pact. Concept of whistle-blower Social and Ethical Accounting. Ethics Audit. Ethical Dilemma Corporate Governance and</p>		

	<p>other Stakeholders. Corporate Governance and Corporate Responsibility. Corporate governance and Societal Well being. Corporate Governance and Environmental Responsibility. Corporate Governance and Corporate Citizenship.</p> <p>Corporate Governance Forums- The Institute of Company Secretaries of India, National Foundation for Corporate Governance, Organization for Economic Co-operation and Development, Global Corporate Governance Forum</p>
Books Recommended:	
<p>1. Corporate Governance, Inderjit Dube, LexisNexis Butter worths Publications</p> <p>2. Corporate Governance Concept & Dimensions, Sanjiv Agarwal, Snow white Publications</p> <p>3. Law of Corporate Governance: Principles and Perspective, K R Sampath, Snow white Publications P. Ltd.</p> <p>4. Corporate Governance and Stewardship, N Balasubramanian, Tata McGrawHill</p> <p>5. Business Ethics and Value System, H C Mruthyunjaya, PHI</p>	

SEMESTER VI

Financial Management (BCC 6.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
<p>Objective: To enable and equip the students with the basic functions and tools of financial management. It will also help them to understand how firms meet their financial objectives utilizing financial decision-making. This course will also explain financial tools and techniques, which can be used to help firms maximize value by improving decisions relating to capital budgeting, capital structure, and working capital management.</p>			

Unit	Contents
I	Conceptual Framework- Finance - Definition - Nature and scope of finance function. Financial Management - Meaning - Scope and Objectives Organizational framework of financial management-Relationship of finance Department with other department- Role of finance manager
II	Sources of financing and Working Capital- LONG TERM: shares, debentures, term loans, lease & hire purchase, retained earnings, public deposits, bonds (Types, features & utility). (a) SHORT TERM: bank finance, commercial paper & trade credit & bills discounting. (b)

	INTERNAL: Retained earnings, Depreciation policies. Working capital - Concept, significance, types. Adequacy of working capital, Factors affecting working capital needs, Financing approaches for working capital, Methods of forecasting working capital requirements
III	Capital Structure -Meaning - criteria for determining capital structure. Factors influencing capital structure. Capital Structure Theories
IV	Dividend policies - Concept, determinants and factors affecting, relevance and irrelevance concept, dividend valuation models – Gordon, Walter and Modigliani-Miller models.
Books Recommended:	
1. Financial Management , P.V. Kulkarni, Himalaya Publishing House, Mumbai. 2. Corporation Finance , S.C. Kucchal, Chaitanya Publishing House, Allahabad. 3. Financial Management , I.M. Pandey, Vikas Publishing House. 4. Financial Management , M.Y. Khan and P.K. Jain, Tata - McGraw Hill Publishing co. Ltd., New Delhi. 5. Financial Management , Prasanna Chandra, Tata - McGraw Hill Publishing co. Ltd., New Delhi.	

SEMESTER VI

Marketing Management (BCC 6.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
Objectives: This course aims to familiarize students with the marketing function in organizations. It will equip the students with understanding of the Marketing Mix elements and sensitize them to certain emerging issues in Marketing			

Unit	Contents
I	Concepts & Application: Core concepts of Marketing, Company orientation towards market place, New Concepts-Relationship Marketing, Database Marketing, Online Marketing, Green Marketing.
II	Market Segmentation- Concept, Types of Market Segmentation (Consumer & Industrial) Marketing Plan: Steps in Marketing Process, Content of Marketing Plan, Marketing Mix.
III	Product Management: Meaning of product, Product classification, Product Policies, Product life Cycle, Importance of Product Life Cycle. Branding: Meaning of Branding, types of branding, benefits of branding. Packaging: Meaning, Types of Packaging, advantages of Packaging, factors that influence packaging decision.

IV	<p>Pricing Strategies: Pricing policies, Objectives of Pricing policy, factors affecting pricing policy, methods of Pricing policies. Distribution Strategies: Channel Design and management, Channels of Distribution, Types of Channels. Promotion Strategies: Promotion decisions, Promotion mix, Importance of promotion. Techniques of Promotion: advertising, sales promotion, Public relations (meaning & objectives)</p>
Books Recommended:	
<p>1. Marketing Management, Philip Kotler, Prentice Hall India, New Delhi.</p> <p>2. Marketing Management, Sherlekar, Himalaya Publishing House.</p> <p>3. Marketing Management: Text & Cases, By Rajagopal, Vikas Publishing House.</p> <p>4. Modern Marketing, Bhagwati , Pillai- S.Chand Publications.</p> <p>5. Marketing Management: Text & Cases, Chandrashekar, McGraw Hill.</p>	

SEMESTER VI

Indirect Taxes (BCC 6.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Core</i>
<p><u>Objectives:</u></p> <p>After studying this paper, the student will be able to –</p> <ol style="list-style-type: none"> 1. know the various provisions relating to Goods and Service Tax Law 2. understand the basic concepts of the Income Tax Act 1961 and get the elementary knowledge of scheme of taxation in India 3. compute Income and Tax of an Individual assessee under the Act. 			

Unit	Contents
I	<p>Concept of Indirect Taxes</p> <ol style="list-style-type: none"> a) Concept and Features of Indirect Taxes b) Principal Indirect taxes
II	<p>Goods and Service Tax (GST) Laws</p> <ol style="list-style-type: none"> a) GST Laws: An introduction including Constitutional aspects b) Levy and Collection of CGST and IGST <ol style="list-style-type: none"> a. Application of CGST/IGST Law b. Concept of Supply including composite and mixed supplies c. Charge of tax d. Exemption of Tax e. Composition Levy c) Basic concepts of time and value of supply d) Input Credit Tax

	<p>e) Computation of GST Liability f) Registration g) Tax invoice; Credit and Debit Notes; Electronic way bill h) Accounts and records i) Returns j) Payment of Tax including reverse charge k) Refund</p> <p>Customs and Foreign Trade Policy (FTP) Customs Law as contained in the Customs Act, 1962 and the Customs Tariff Act, 1972</p>
III	<p>a) Introduction to Customs Law including Constitutional aspects b) Types of Custom duties c) Classification and valuation of imported and exported Goods d) Officers of customs; appointment of customs ports, airports etc. e) Levy and exemptions from customs duties – application of customs law, taxable event, charge of customs duty, exceptions to levy customs duty, exemptions from customs duty. f) Import Export Procedures – including baggage, goods imported and exported by post, stores</p>
IV	<p>Foreign Trade Policy to the extent relevant to the indirect tax laws</p> <p>a) Introduction to FTP – legislation governing FTP, salient features of FTP, administration of FTP, contents of FTP and other related provisions b) Basic concepts related to import export of goods c) Basic concepts relating to export promotion schemes provided under FTP.</p>
Books Recommended:	
<p>1. Indirect Taxes – Law and Practice, V. S. Datey– Publisher, Taxmann Publications Pvt. Ltd, New Delhi. 2. Students Guide to Indirect Taxes, Written by CA Vineet Sodhani, Taxmann Publications.</p>	

SEMESTER VI

Project Appraisal and Finance (BCDE 6.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific Elective</i>
<p>Objectives: Equips the students to be aware of the latest trends in the Project Financing and give a broader view to subject both on a National & Global prospective. Thus</p>			

encouraging them to become Project managers in the future.

Unit	Contents
I	Introduction:- What is a Project? What is Project Finance? How is it different from Conventional Finance? Project Finance in Developing Countries, The Importance of using project Finance? Concept of Capital Budgeting, Time Value of Money, Cost of Capital, Cost of debt, Cost of preference capital, Cost of Retained earnings and Cost of equity, Concept of Risk & Return and calculation of required rate of return for a Project; Project Identification and Feasibility Studies, Preliminary Screening, Analysis of Market, Technical, Financial, Economic and Environmental Analysis.
II	Project Estimation: Importance Of Estimation, Method Of Cost Estimating, Parameter Cost Estimating, Cost Capacity Factor, Detailed Cost Estimation, Provision Of Escalation, Inflation Provision And Operation Of Contingency Provisions. Project Costing : Project Cash Flows, Time Value Of Money, Cost Of Capital
III	Project Appraisal : NPV,(Net Present Value) ,IRR (Internal Rate of Return), ARR (Accounting Rate of Return), Urgency, Pay Back Period, Assessment Of Various Methods Indian Practice of Investment Appraisal As Followed By Institutions For Private Projects & For Government Projects, International Practice Of Appraisal Analysis Of Risk, Different Method , Selection Of Project And Risk, Analysis In Practice.
IV	Project Financing:- SEBI Guidelines On Project Financing in India; Sources Equity, Debentures and Term Loans from Financial Institutions; Policies and practices of Indian Financial Institutions. Lease and Hire Purchase Financing - Financial and Leveraged lease, Benefits to Lessor and Lessee , Evaluating a financial Lease Proposal, Depreciation Tax Shield, Salvage value with ref. to Tax laws.
Books Recommended:	
1. Project Planning: Analysis, Financing, Implementation & Review , Dr. Prasanna Chandra, Tata McGraw Hill. 2. Project Management , Narendra Singh, Himalaya Publishing House. 3. Project Management , Vasanth Desai, Himalaya Publishing House.	

SEMESTER VI

Industrial and Labour Law (BCDE 6.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific elective</i>
Objective: To familiarize and impart primary knowledge of Industrial Laws.			

Unit	Contents
I	<p>INDIAN FACTORIES ACT 1948</p> <p>Meaning, Objectives; Provisions regarding Health, Safety and welfare; Employment of young persons, women, adult; Hours of work for adult and young person; Rules of leave.</p> <p>INDUSTRIAL DISPUTES ACT, 1947</p> <p>Objective of the Act; Definition of Industry; Meaning of industrial dispute; Strike, Lock out; Difference between strike and lockout; Closure, Lay off, Retrenchment; Difference between Lay off and Retrenchment; Dispute settlement machinery.</p>
II	<p>PAYMENT OF GRATUITY ACT, 1972</p> <p>Meaning, Time when gratuity becomes payable, Nomination</p> <p>PAYMENT OF BONUS ACT, 1965</p> <p>Scope and application of the Act; Act not to apply to certain classes of employees; Provisions relating to set on & set off of allocable surplus; Disqualification of bonus</p>
III	<p>WORKMEN'S COMPENSATION ACT, 1923</p> <p>Definitions; Employers liability for compensation; Total disablement; Partial disablement; Occupational diseases</p> <p>EMPLOYEE'S STATE INSURANCE ACT, 1948</p> <p>Scope and application of the Act, Dependent, Employee, Employees State Insurance Corporation – Constitution, Term of Office, Members of the Corporation, Powers of the Corporation.</p>
IV	<p>CHILD LABOUR (PROHIBITION REGULATION) ACT, 1986:</p> <p>Object, Scope, application, Provisions regarding hours and period of work, Provisions regarding health and safety of working children</p> <p>TRADE UNIONS ACT 1926</p> <p>Objectives of the Act, Definitions of the Trade Unions; Trade Disputes, Registration of Trade Unions, Advantages of Registered Trade Unions,</p>

	Rights and Liabilities of Office Bearers; Functions of Trade Union in India.
Books Recommended:	
1. Industrial Law , J. K. Bareja, Galgotia Publishing Company, New Delhi. 2. Hand Book of Industrial Law , N. D. Kapoor; S Chand & Sons, New Delhi. 3. Labour Legislation , Dr. M.M.Verma & R.K.Agrawal; King Books, New Delhi. 4. General & Commercial Laws , Taxmann Publication. 5. Industrial Relation & Labour Law , P.C. Tripathi, C.B Gupta & N. D. Kapoor, S. Chand & Sons.	

SEMESTER VI

Retail Management (BCDE 6.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific elective</i>
Objectives: To introduce the student to the world of retailing from a managerial viewpoint. The subject will also provide an understanding to the integration of merchandise management and supply chain strategies leading to excellent customer service.			

Unit	Contents
I	Retail Marketing and Retail Management, Retail Marketing Mix. Challenges & Opportunities to the Indian Retail Industry. Organised v/s Unorganised Retail Sector in India.
II	Retail Location & Store Layout. Retail Store Operations. Applications of IT in Retail. Merchandising & Warehousing. Retail Distribution & SCM.
III	Retail Formats – Types – Convenience Store, Supermarket, Discount Store, Off-price retailer, Department Store, Corporate chains, Consumer co-operatives, Shopping malls, Hypermarkets, Catalogue showroom, Franchising. Non retail formats – Multi-Level marketing, e-tailing (online shopping), Tele-shopping, Automatic Vending Machines, Direct Mail Marketing.
IV	Retail Branding. CRM and Retail Services. Managing Service Quality in Retail. CBB and Services Marketing.
Books Recommended:	
1. Retail Management – A Strategic Approach , Barry Bermans and Joel Evans, 8th edition, PHI Private Limited, New Delhi, 2002.	

2. **Retail Management**, Suja Nair: HPH.
3. **The Art of Retailing**, A.J. Lamba, 1st edition, Tata McGrawHill, New Delhi, 2003.
4. **Retailing Management**, Swapna Pradhan, 2/e, 2007 & 2008, TMH
5. **Retail Management**, K. Venkatramana, SHBP.
6. **Retail Marketing**, A. Siva Kumar; Excel Books.
7. **Integrated Retail Management** James ,R. Ogden & Denise T. Ogden, , Biztantra Cengage Learning, 2007.
8. **Retail Management** , R.S. Tiwari : HPH.
9. **Retail Management**, Araif Sakh: HPH.
10. **Retail Management**, Levy &Weitz, TMH 5th Edition 2002.

SEMESTER VI

Logistics and Supply Chain Management (BCDE 6.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Discipline Specific elective</i>
Objective: To focus on management and improvement of supply chain processes and performance. It will be valuable for students who would like to pursue a career in consulting or take a position in operations, marketing or finance functions in a manufacturing or distribution firm.			

Unit	Contents
I	Introduction to Logistics Management:- Meaning, Basic Concepts of Logistics- Logistical Performance Cycle, Inbound Logistics, In process Logistics, Outbound Logistics, Logistical Competency, Objectives of Logistics, Importance of Logistics, Scope of Logistics, Logistical Functions/Logistic Mix, Changing Logistics Environment. Introduction to Supply Chain Management:- Meaning, Objectives, Functions, Participants of Supply Chain, Role of Logistics in Supply Chain, Comparison between Logistics and Supply Chain Management
II	Elements of Logistics Mix Transportation, Warehousing, Materials Handling & Packaging:- Introduction, Principles and Participants in Transportation, Factors Influencing Transportation Decisions, Modes of Transportation- Railways, Roadways, Airways, Waterways, Ropeways, Pipeline, Transportation Infrastructure, Warehouse Operating Principles, Types of Warehouses, Warehousing Strategies, Principles of Materials Handling, Systems of Materials Handling, Equipments used for Materials Handling, Objectives of Packaging, Functions/Benefits of Packaging.

III	<p>Inventory Management, Logistics Costing, Performance Management and Logistical Network Analysis</p> <p>Inventory Management: - Meaning, Objectives, Functions, Importance, Techniques of Inventory Management (Numericals – EOQ and Reorder levels). Logistics Costing: - Meaning, Total Cost Approach, Activity Based Costing, Mission Based Costing. Performance Measurement in Supply Chain: - Meaning, Objectives of Performance Measurement, Types of Performance Measurement, Dimensions of Performance Measurement, Characteristics of Ideal Measurement System. Logistical Network Analysis: - Meaning, Objectives, Importance, Scope, RORO/LASH</p>
IV	<p>Information Technology in Logistics:- Introduction, Objectives, Role of Information Technology in Logistics and Supply Chain Management, Logistical Information System, Principles of Logistical Information System, Types of Logistical Information System.</p> <p>Modern Logistics Infrastructure:- Golden Quadrilateral, Logistics Parks, Deep Water Ports, Dedicated Freight Corridor, Inland Container Depots/Container Freight Stations, Maritime Logistics, Double Stack Containers/Unit Trains</p> <p>Logistics Outsourcing:- Meaning, Objectives, Benefits/Advantages of Outsourcing, Third Party Logistics Provider, Fourth Party Logistics Provider, Drawbacks of Outsourcing, Selection of Logistics Service Provider, Outsourcing-Value Proposition</p> <p>Logistics in the Global Environment: - Managing the Global Supply Chain, Impact of Globalization on Logistics and Supply Chain Management, Global Logistics Trends, Global Issues and Challenges in Logistics and Supply Chain Management</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. Logistics and Supply Chain Management, MacMillan 2003, 1st Edition 2. Supply Chain Management concepts and case, Rahul V Altekar, PHI, New Delhi. 3. Supply Chain Management, Robert B Handfield and Ernest L Nichols, PHI, New Delhi. 4. Logistics and Supply Chain Management - Cases and Concepts.G Raghuram & N Rangaraj, Mac Millan. 	

SEMESTER VI

Gandhian Economics (BCOE 6.1)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Open Elective</i>
Objectives: 1. To familiarize the students with the application of Gandhiji's principles and value in economics. 2. To imbibe the teaching and thoughts of Gandhiji that are applicable to present day economic and financial aspect in overall economy.			

Unit	Contents
I	Introduction & basic concepts underlying Gandhian Thought, Truth, Non-violence and purity of ends and means. Fundamental Principles of Gandhian Economic thought. Labour capital relations, Theory of trusteeship, use of local energy sources. Gandhi's views on distribution of wealth. Concept of Economic Equality. Economic problems of India, Welfare Economics.
II	Gandhian Concept of Rural Economic development, Role of Co-operative Sector in Rural Development, Micro planning and Village Swaraj, Community Development, Concept of Self-sufficient Villages through local industries development, Economics of Khadi and Small-Scale Industries Development, Agricultural Sector Reforms, Economic Reconstruction of Villages.
III	Swadeshi Economic Pattern And Sarvodaya Economics; Decentralisation and its present relevance; Economics ideas of Gandhi; Gandhian theory and Business Ethics; Social Responsibility of Corporates; Economics and Ethics; Relevance of Gandhian Economic Thought in Indian and Global Content.
IV	Ethical Man vs Economic Man; Simplicity of Life and Limitation of wants; Use of Appropriate Technology; and Alternative Development; Sustainable Development. Importance and Co-operation in Economic Development; Economic Value Based Approach.

Books Recommended:

1. **"Foundations and Gandhian Thought"**, Mahajan P. M. and Bhakti K. S. – Dattson, Nagpur
2. **"Gandhian Economics: A Human Approach"**, Sharma R: Deep & Deep Publishers, New Delhi
3. **"A Critical Study of Gandhian Economic Thought"**, Jha S. N.: Agra Publication.
4. **Gandhi M.K.: "The Story of my Experiments with Truth"**, Navjeevan Publishing House, Ahmedabad.

SEMESTER VI

Introduction to Public Administration (BCOE 6.2)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Open Elective</i>
Objectives: 1. To introduce to the students three types of administration in India Democratic Republic. 2. To acquaint students of principles of administration. 3. To acquaint the students the scalar chain applicable in Indian Government.			

Unit	Contents
I	Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration; Indianization of public services, Central, State and Local Government
II	Constitutional framework of government: Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Fundamental rights and duties; Directive principles of State policy.
III	Public administration and governance: government and governance; Good Governance-concept, evolution and applications; Democratic Governance-concept and contextualization; E-Governance and M-Governance.
IV	Union Government and Administration: Executive, Parliament, Judiciary- structure, functions, work processes; The Prime Minister's Office; Central Secretariat; Ministries and Departments.

Books Recommended:

1. **Indian Public Administration: Institutions and Issues**, Ramesh K Arora and Rajani Goyal: Vishwa Prakashan, New Delhi, 1996.
2. **From Government to Governance**, Kuldeep Mathur: National Book Trust, New Delhi, 2010.
3. **Indian Administration**, Hoshiar Singh: Kitab Mahal, New Delhi, 2004.
4. **Indian Administration**, S.R. Maheshwari: Orient Longman, Delhi, 2005.
5. **Public Administration in India**, S.R. Maheshwari: Oxford University Press New Delhi, 2005.
6. **Public Administration in India**, Padma Ramchandran: National Book Trust, New Delhi, 2006.
7. **Indian Administration**, Ashok Chanda: George Allen & Unwin, London, 1958.

8. **State Governments in India**, S.R. Maheshwari: Orient Longman, Delhi, 2005.
9. **Agenda for Improving Governance**, Bibek Debroy (ed.): New Delhi, Academic Foundation, New Delhi, 2004.
10. **Public Institutions in India**, Devesh Kapur and Pratap Bhanu Mehta (eds.): OUP, New Delhi, 2005.
11. **District Administration in India**, M.I. Khan: Anmol Publication, New Delhi, 1997.
12. **Indian Administration-Politics, Policies and Prospects** Kamala Prasad:, Pearson Education, New Delhi, 2000.
13. **BharatiyaPrashashan**, K. R. Bang: Vidya Books, Aurangabad, 2004. (Marathi)
14. **BharatiyaPrashashan**, Satish Dandge: Chinmay Prakashan, Aurangabad, 2007. (Marathi)
15. **PrashashanachePailu, Vol. I and II**, Mahav Godbole: ShreevidyaPrakashan, Pune, 1999 and 2000. (Marathi)
16. **Bhartiya Prashasanachi Roopresha**, Shyamsunder Waghmare and others: RajmudraPrakashan, Latur, 2008. (Marathi)

SEMESTER VI

Intellectual Property Rights (BCOE 6.3)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Open Elective</i>
Objectives: <ol style="list-style-type: none"> 1. To introduce fundamental aspects of intellectual property rights to students who are going to play major role in developing and management of innovative project in industries. 2. To aware students about the procedure of registration and protection of intellectual property rights such as trademarks, copyrights, patents and designs etc. 3. To aware students about the practice aspects of registration of intellectual property in order to protect their research work and get it registered under regulations of IPR. 			

Unit	Contents
I	Overview of Intellectual Property Introduction of IPR, Need for intellectual property right (IPR), IPR in India – Genesis and Development
II	Patents Need for patent, Macro-economic impact of the patent system, Classification of patents in India, Classification of patents by WIPO, Categories of Patent, Special Patents, Patenting Biological products,

	Patent document, granting of patent, Rights of a patent, Patent Searching, Patent Drafting, filing of a patent.
III	Copyrights Overview of Copyright, Importance of Copyrights, Process for copyright, Related rights.
IV	Trademark and Trade Secrets Overview of Trademarks & Trade Secret, Importance of Trademarks & Trade secret, Rights of Trademark & Trade Secret, Types of Trademarks, Registration process for Trademark & Trade Secret, Duration of Trademark and trade secret.
Books Recommended:	
1) Indian Patents Law – Legal & Business Implications , AjitParulekar and Sarita D’ Souza, Macmillan India Ltd., 2006 2) Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications , B. L. Wadehra; Universal law Publishing Pvt. Ltd., India 2000 3) Law of Copyright and Industrial Designs , P. Narayanan; Eastern law House, Delhi, 2010. 4) Handbook of Indian Patent Law and Practice , Subbaram N. R., S. Viswanathan, Printers andPublishers Pvt. Ltd.,1998.	

SEMESTER VI

Constitution of India and Human Rights (BCOE 6.4)			
<i>Teaching Hours: 4</i>	<i>Total Credit: 4</i>	<i>Total Marks: 80</i>	<i>Group: Open Elective</i>
Objectives: 1. To understand the significance of constitution of India. 2. To understand the concept of Human rights. 3. To understand the role of constitution of India in protection and promotion of human rights			

Unit	Contents
I	Meaning and Significance of Constitution, Classification of Constitution, Union and State Legislatures - Composition, Powers, Functions and Privileges, President and Union Council of Ministers, Governor and State Council of Ministers - Powers of President and Governor

II	<p>Citizenship under Indian Constitution -Person vis-s-vis Citizen; Rights of citizens Fundamental Rights- Meaning, Nature and Significance, Relationship of Human Rights and Fundamental Rights</p> <p>Right to Equality: Concept and Significance; Equality before Law and Equal Protection of Law; Freedoms and Restrictions under Art.19; Article 21- Right to Life and Personal Liberty;</p>
III	<p>Meaning and definition of Human Rights, Theories of Human Rights</p> <p>Classification of rights; Right to development, Right to Self determination, Right to Healthy Environment</p> <p>Steps taken to protect human rights in India</p> <p>Adoption of Human Rights by the UN Charter, U.N. Commission on Human Rights</p>
IV	<p>Human Rights Protection in India - Human Rights Commissions, Salient features of National Human Rights Commission of India (NHRC); State Human Rights Commissions, Human Right Courts in Districts,</p> <p>International Commission of Human Rights</p>
Books Recommended:	
<ol style="list-style-type: none"> 1. Indian Constitutional Law, M.P. Jain, Wadhwa & Co, Nagpur 2. Constitution of India, V.N. Shukla, Eastern Book Company, Lucknow 3. Indian Constitutional Law, G.C. V. Subba Rao, S.Gogia & Co., Hyderabad 4. Constitutional Law of India, N.Pandey, Central Law Agency, Allahabad 5. Human Rights and International Law: Legal and Policy Issues, Meron Theodor 6. Human rights Under International Law and Indian Law, S.K. Kapoor 7. Human Rights in India, C. J. Nirmal, Oxford 8. International Human Rights Documents, P.R. Gandhi, Universal, Delhi 	

PATTERN OF QUESTION PAPER (THEORY/NUMERICAL)

Time: 3.00 Hours

Marks: 80

- **Note: All questions are compulsory.**

		THEORY SUBJECTS	NUMERICAL SUBJECTS		
Q. No.	Sub-Question	Nature		Unit	Marks
1.		LAQ	LAQ	-	
	A	Theory	Problem	Unit No. I	10
	OR		OR		
	B	Theory	Problem	Unit No. I	10
2.		LAQ	LAQ		
	A	Theory	Problem	Unit No. II	10
	OR		OR		
	B	Theory	Problem	Unit No. II	10
3.		LAQ	LAQ		
	A	Theory	Problem	Unit No. III	10
	OR		OR		
	B	Theory	Problem	Unit No. III	10
4.		LAQ	LAQ		
	A	Theory	Problem	Unit No. IV	10
	OR		OR		
	B	Theory	Problem	Unit No. IV	10
5.		SAQ (Any Two)	SAQ (Any Two)	-	
	A	Theory	Theory	Unit No. I	4
	B	Theory	Theory	Unit No. I	4
	C	Theory	Theory	Unit No. I	4
6.		SAQ (Any Two)	SAQ (Any Two)		
	A	Theory	Theory	Unit No. II	4
	B	Theory	Theory	Unit No. II	4
	C	Theory	Theory	Unit No. II	4
7.		SAQ (Any Two)	SAQ (Any Two)		
	A	Theory	Theory	Unit No. III	4
	B	Theory	Theory	Unit No. III	4

	C	Theory	Theory	Unit No. III	4
8.		SAQ (Any Two)	SAQ (Any Two)		
	A	Theory	Theory	Unit No. IV	4
	B	Theory	Theory	Unit No. IV	4
	C	Theory	Theory	Unit No. IV	4
9.		VSAQ/OBJECTIVE (All)	VSAQ/OBJECTIVE (All)		
	A & B	Theory	Theory	Unit No. I	2
	C & D	Theory	Theory	Unit No. II	2
	E & F	Theory	Theory	Unit No. II	2
	G & H	Theory	Theory	Unit No. IV	2
TOTAL					80

B.Com. (Semester I)

(Time: 3 Hours)

English Language Skills

(Total Marks: 80)

Unit	Unit Marks	Q. No.	Sub.Q. No.		Marks
I	48	1	Answer the following questions in about 150-200 words each:		
			A	Lesson 1	8
				OR	
				Lesson 2	
			B	Lesson 3	8
				OR	
				Lesson 4	
		2	Answer the following questions in about 75-100 words each (Any Four).		16
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 6	
			d.	Lesson 6	
			e.	Lesson 1	
			f.	Lesson 2	
		3	A	Answer the following questions in about 3-4 sentences each:	
			a.	Lesson 3	8
			b.	Lesson 4	
			c.	Lesson 5	
			d.	Lesson 6	
			B	Use the following idioms and phrases into sentences of your own (Any FOUR)	8
			Six options; idioms/phrases from the text-book.		
II	16	4	A	Answer the following question in about 150-200 words:	
				Topic 1 (LAQ)	
				OR	8
				Topic 2(LAQ)	

			B	Give short notes on the following in about 75-100 words (Any Two):	8
			a.		
			b.		
			c.		
			d.		
III	8	5	Do as directed:		
			A	Grammar	8
			a.		
			b.		
			c.		
			d.		
			e.		
			f.		
			g.		
			h.		
IV	8		B	Vocabulary: e.g. Noun from verbs (Any Four):	4
			C	Vocabulary: e.g. Adjectives from nouns (Any Four):	4
	TOTAL		80		

B.Com. (Semester I)**(Time: 3 Hours)****Supplementary English****(Total Marks: 80)**

Unit	Unit Marks	Q. No.	Sub.Q. No.		Marks
I	32	1	Answer the following questions in about 150-200 words each:		
			A	Lesson 1	8
				OR	
				Lesson 2	
			B	Lesson 3	8
				OR	
				Lesson 4	
		2	A. Answer the following questions in about 75-100 words each (Any Two).		8
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 1	
			d.	Lesson 2	
			B. Answer the following questions in about 3-4 sentences each:		8
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 3	
			d.	Lesson 4	
II	16	3	A	Answer the following question in about 150-200 words:	
				Poem 1	8
				OR	
				Poem 2	
			B	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.	Poem 3	
			b.	Poem 4	
			c.	Poem 5	

			d.	Poem 1	
III	16	4	Answer the following questions in about 150-200 words each:		
			A		8
				OR	
			B		8
				OR	
III	8	5	A	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.		
			b.		
			c.		
			d.		
IV	8		B	Write an essay in about 250-300 words on ANY ONE of the following topics:	8
			a.		
			b.		
			c.		
			d.		
	TOTAL				80

(Time: 3 Hours)**Marathi****(Total Marks: 80)**

Unit	Unit Marks	Q. No.	Sub.Q. No.		Marks
I	32	1	Answer the following questions in about 150-200 words each:		
			A	Lesson 1	8
				OR	
				Lesson 2	
			B	Lesson 3	8
				OR	
				Lesson 4	
		2	A. Answer the following questions in about 75-100 words each (Any Two).		8
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 1	
			d.	Lesson 2	
			B. Answer the following questions in about 2-3 sentences each:		4
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 3	
			d.	Lesson 4	
			C.	Use the following idioms in your own sentences: (Any Four)	4
			Out of Six choices		
II	16	3	A	Answer the following question in about 150-200 words:	
				Poem 1	8
				OR	
				Poem 2	
			B	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.	Poem 3	

			b.	Poem 4	
			c.	Poem 5	
			d.	Poem 1	
III	16 Gandhiji	4	A	Answer the following question in about 150-200 words:	8
				OR	
			B	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.		
			b.		
			c.		
			d.		
IV	8	5	A	Write a letter to ---- (Business letter)	8
			a.		
			b.		
			c.		
			d.		
I	8		B	Write an essay in about 250-300 words on ANY ONE of the following topics:	8
			a.		
			b.		
			c.		
			d.		
	TOTAL				80

(Time: 3 Hours)**Hindi****(Total Marks: 80)**

Unit	Unit Marks	Q. No.	Sub.Q. No.		Marks
I	32	1	Answer the following questions in about 150-200 words each:		
			A	Lesson 1	8
				OR	
				Lesson 2	
			B	Lesson 3	8
				OR	
				Lesson 4	
		2	A. Answer the following questions in about 75-100 words each (Any Two).		8
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 1	
			d.	Lesson 2	
			B. Answer the following questions in about 2-3 sentences each:		4
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 3	
			d.	Lesson 4	
			C.	Use the following idioms in your own sentences: (Any Four)	4
				Out of Six choices	
II	16	3	A	Answer the following question in about 150-200 words:	
				Poem 1	8
				OR	
				Poem 2	
			B	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.	Poem 3	

			b.	Poem 4	
			c.	Poem 5	
			d.	Poem 1	
III	16 Gandhiji	4	A	Answer the following question in about 150-200 words:	8
				OR	
			B	Answer the following questions in about 75-100 words each: (Any Two)	8
			a.		
			b.		
			c.		
			d.		
IV	8	5	A	Write a letter to ---- (Business letter)	8
			a.		
			b.		
			c.		
			d.		
I	8		B	Write an essay in about 250-300 words on ANY ONE of the following topics:	8
			a.		
			b.		
			c.		
			d.		
	TOTAL				80