

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – I**

<b>Programming in C &amp; C++ (BCCA 1.1)</b>			
Teaching Hours: 4	Total Credits: 4	Total Marks: 40+30+30 = 100	Group: Major Core
<b>Objectives:</b>			
<ol style="list-style-type: none"> <li>To provide the students an understanding of basic concepts of the programming language.</li> <li>To make the students familiar with the Procedure Oriented and Object-Oriented Programming Concepts.</li> </ol>			
<b>Learning Outcome:</b>			
<ol style="list-style-type: none"> <li>The students will be able to understand the basic concepts of control statements, Looping statements and array by learning of C and C++ languages.</li> <li>Student would easily learn the concepts of Structure, Class and File Handling.</li> </ol>			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	<b>Introduction to C Language, Development Tools:</b> Algorithm & Flowchart <b>C Tokens:</b> Data Types- Variables, Operators, Character Set, Identifiers and keywords, Constants-Primary constant & Secondary Constant, C Operators, Type Conversion, Escape sequences, <b>Writing a Program in C:</b> Variable declaration, Simple Input and Output Statements. <b>Control Statements:</b> Conditional Expressions, Loop Statements, Breaking control statements. <b>Arrays:</b> Arrays and Functions, Multidimensional, Array, Character Array.		
<b>II</b>	<b>Function and Program Structures:</b> Defining a Function, Return Statement, Types of Functions, Actual & Formal Arguments Recursive Function. <b>Storage Class:</b> Automatic, Register, Static, External Storage Class. <b>Pointers:</b> Pointer and Functions, Pointers and Arrays, Pointer and Strings, Pointers to Pointers, Pre-processors, Macros, <b>Structures and Union</b>		
<b>III</b>	Basic concepts of OOPS, Comparison of PPL & OOP, <b>Classes and Object:-</b> Structure and Class, Scope resolution Operator, Manipulator, <b>Functions in C++:-</b> Function Prototyping, <b>Special Member Functions:-</b> Constructor, Destructor, Inline Function, Friend Function, Dynamic Memory Allocation, This Pointer <b>Inheritance:</b> - Types, Virtual Base Class, Abstract Class.		
<b>IV</b>	<b>Polymorphism and Virtual Functions:</b> - Early Binding, Late Binding, Virtual Function, Pure Virtual Function. <b>Overloading function and Operator:</b> - Function Overloading, Operator Overloading, Overloading Binary operator using Friend Function. <b>Data File Operations:</b> Input/output Functions, Opening and Closing of files, Simple File Operation, Structures and File Operation, Block Read/Write, Random Access File processing.		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li><b>Operating System Concept</b> – Silberschatz, Galvin &amp; Gagne, John Willey &amp; Sons Inc, Haboken, NJ</li> <li><b>The UNIX Programming Environment</b> – Kernighan &amp; Pike, PHI, London</li> <li><b>Linux: The Complete Reference (Sixth Edition)</b> – Richard Petersen, McGraw Hill, New Delhi</li> <li><b>The Complete Reference, PC Hardware</b> – Craig Zacker John Rourke, McGraw Hill, New Delhi</li> <li><b>Cisco Networks</b> – Christopher Carthern, William Wilson, Noel Rivera, Richard Bedwell</li> <li><b>Computer Networks</b> – Fourth Edition, Andrew S., Tanebaum</li> </ol>			

Name of Course: B.Com.(CA) (Major in Computer Application)

Semester – I

Secretarial Practice (BCCA 1.2.1)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b> <ol style="list-style-type: none"><li>To understand the concept of Secretarial Practice</li><li>To understand the role of a Company Secretary</li><li>To gain insight on basic secretarial laws laid down by ICSI</li></ol>			
<b>Learning Outcomes:</b> After learning this subject, <ol style="list-style-type: none"><li>The learner would be able to understand the meaning, qualifications, disqualifications and role of a Company Secretary in the Company in accordance with the provisions of The Companies Act.</li><li>The learner would know the applicability of Secretarial Standards.</li></ol>			
Unit	Content		
I	<b>UNIT I</b> Meaning of Secretary, Definition of Company Secretary, Qualifications of Company Secretary, Liabilities of Company Secretary. Company Secretary as a Key Managerial Personal (KMP), Process of Appointment of a Company Secretary, Removal Process of Company Secretary Role of a Company Secretary under The Companies Act, 2013.		
II	<b>UNIT II</b> Company Secretary in Practice, Company Secretary in Employment – Meaning Responsibility of Company Secretary in Practice. Secretarial Standards – Meaning and Application. Overview of Secretarial Standards – Meeting of Board of Directors, Secretarial Standard- II – General Meetings, Secretarial Standard – III – Dividend		
<b>Books Recommended:</b>			
1. <b>Company secretarial practice</b> – Sangeet Kedia, Pooja Law Publishing Co. 2. <b>Corporate &amp; allied Laws</b> – P.P.S. Gogna – S. Chand 3. <b>Company Law</b> – Dr. G. K. Kapoor, Dr. Sanjay Dhamija – Taxmann Publication			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – I**

<b>Entrepreneurship Development (BCCA 1.2.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b>			
<ol style="list-style-type: none"> <li>1. To understand the importance and significance of Entrepreneurship development.</li> <li>2. To understand the process and opportunities available for new entrant.</li> <li>3. To encourage the students to go for business.</li> </ol>			
<b>Learning Outcomes:</b> After learning this subject, students would be able to understand:			
<ol style="list-style-type: none"> <li>1. The importance of entrepreneurship.</li> <li>2. Basic knowledge to establish business.</li> </ol>			
Unit	Content		
<b>I</b>	<b>Entrepreneurship:</b> Meaning – Importance – Nature, Types, and Challenges. Role and Functions of Entrepreneur; Entrepreneurial Leadership – Meaning and Characteristics, Entrepreneurial Leadership, Significance and Impediment of Creativity in Entrepreneurship Process, Techniques of Idea Generation and Screening, Steps of Idea Generation.		
<b>II</b>	<b>New Venture Planning and Financing:</b> Franchising – Process and Opportunities, Business Plan – Need, Perspective, Elements, Business Plan Failures, Managing Growing and Ending the New Venture – Preparing for the New Venture Launch, Criteria for Evaluating New Venture Proposals; Early Management Decisions; New Venture Expansion Strategies and Issues.		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li>1. <b>Entrepreneurship</b> – Creating and Leading an Entrepreneurial Organization, Kumar, Arya, Pearson, India</li> <li>2. <b>Entrepreneurship</b> – Starting, Developing and Managing a New Enterprise, Hishrich, Peters, Irwin</li> <li>3. <b>Launching New Ventures</b> – An Entrepreneurial Approach Cengage Learning, Allen, K.R.,</li> <li>4. <b>Entrepreneurship Development</b> – Ramachandran K., Tata McGraw Hill, New Delhi, India.</li> <li>5. <b>Entrepreneurship</b> – Roy, Rajeev, Oxford University Press.</li> <li>6. <b>Entrepreneurship</b> – Hisrich, Robert D., Michael Peters and Dean Shepherd, Tata McGraw Hill, New Delhi</li> </ol>			

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**Semester – I**

<b>Intellectual Property Rights (BCCA 1.3.1)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>To aware students about the procedure of registration and protection of intellectual property rights such as trademarks, copyrights, patents and designs etc.</li> <li>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.</li> </ol>			
<b>Learning Outcome:</b> After learning this subject, the student will be able to understand:			
<ol style="list-style-type: none"> <li>The concept of Intellectual Property Rights and Functioning of Patents.</li> <li>Concepts of Copyright, Trademarks and Geographical Indication.</li> </ol>			
Unit	Content		
<b>I</b>	<p><b>Overview of Intellectual Property:</b> Introduction of IPR, Scope of IPR, need for intellectual property right (IPR), Intellectual property related problems in India, Introduction to the leading International instruments concerning Intellectual Property Rights: The Berne Convention, The World Intellectual Property Organization (WIPO); International Trade Agreements concerning IPR — WTO — TRIPS.</p> <p><b>Patents:</b> Definition of patent, invention and new invention; Need for patent, Inventions not patentable, Classification of patents in India, Classification of patents by WIPO, Categories/types of Patents, procedure for grant of patent, opposition to grant of patent, Patent Rights, Regulatory authority, Patent misuse, Penalties, Macro-economic impact of the patent system</p>		
<b>II</b>	<p><b>Copyrights:</b> Definition of copyright, concept of Copyright, Procedure for registration of copyrights, Term of copyright, Works that can be copyrighted, Copyright in literary, dramatic and musical works, computer programmes and cinematograph films Neighboring rights, Rights of performers and broadcasters, etc., Infringement of copyrights, Remedies for infringement of copyright.</p> <p><b>Trademark:</b> Concept of Trademark, Definition, Types of Trademarks, Importance, Registration process for Trademark, Grounds for refusal of registration, Rights of Trademark, Duration of Trademark, Infringement of Trademark</p> <p><b>Geographical Indication:</b> Concept of Geographical indication (GI), Difference between GI and Trademarks, Need for GI, Registered GI in India,</p>		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li><b>Indian Patents Law – Legal &amp; Business Implications</b>, Ajit Parulekar and Sarita D' Souza, Macmillan India Ltd., 2006</li> <li><b>Law Relating to Patents, Trademarks, Copyright, Designs &amp; Geographical Indications</b>, B. L. Wadehra; Universal law Publishing Pvt. Ltd., India 2000</li> <li><b>Law of Copyright and Industrial Designs</b>, P. Narayanan; Eastern law House, Delhi, 2010.</li> <li><b>Handbook of Indian Patent Law and Practice</b>, Subbaram N. R., S. Viswanathan, Printers and Publishers Pvt. Ltd., 1998.</li> </ol>			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – I**

<b>Business Environment (BCCA 1.3.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b> <ol style="list-style-type: none"> <li>To enable students to understand the impact of environment on the business.</li> <li>To understand the business strategies and environment, along with an exposure to elements of external business environment.</li> </ol>			
<b>Learning outcome:</b> After learning this subject, students would be able to: <ol style="list-style-type: none"> <li>Understand the business environment, the purpose of regulation &amp; regulatory role of the Government.</li> <li>Understand the concept of liberalization, privatization, globalization and the role of WTO and develop the skills for analysis of business environment using PESTLE, SWOT etc.</li> </ol>			
Unit	Content		
<b>I</b>	<b>Business Environment:</b> 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. <b>Socio-Cultural Environment:</b> Introduction, nature of culture, impact of culture, Demographic environment <b>Economic Role of Government:</b> Objectives of regulatory function of government, regulatory authorities, purposes of regulation.		
<b>II</b>	<b>Liberalization:</b> Meaning, objectives, benefits and limitations <b>Privatization:</b> Meaning of Privatization, Objectives, benefits and problems with Privatization, obstacles to privatization in India. <b>Globalization:</b> Meaning of Globalization, reasons for globalization, features and benefits of Globalization, Role of WTO. <b>Analysis of Business Environment:</b> PESTEL, STEEP, PORTER'S five forces model, SWOT analysis		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li><b>Business environment</b> – Veena K Pailwar; PHI</li> <li><b>Business Environment</b> – Francis Cherunilam, Himalaya Publishing House, New Delhi.</li> <li><b>Essentials of Business Environment</b> – Aswathappa, Himalaya Publishing House, New Delhi.</li> <li><b>Indian Economy</b> – Mishra and Puri, Himalaya Publishing House, New Delhi.</li> <li><b>Business Environment</b> – Raj Aggarwal Excel Books, Delhi.</li> <li><b>Business Environment</b> – Dr. V C Sinha, SBPD Publications.</li> </ol>			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – I**

<b>Computer Hardware and Networking (BCCA 1.4)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+5+10 = 50	Group: Vocational Skills Courses
<b>Objectives:</b>			
<ol style="list-style-type: none"> <li>To provide the students an understanding of basic concepts of hardware.</li> <li>To make the students familiar with the concepts of Networking.</li> </ol>			
<b>Learning Outcomes:</b>			
<ol style="list-style-type: none"> <li>The students will be able to understand the basic concept of hardware, its types and assembly of various hardware components.</li> <li>The students will be able to understand the concept of networking, configuration, various networking models and networking devices.</li> </ol>			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	<b>Computer Hardware:</b> Introduction to Computers: Basics of Computers, Organization of Computers, Software, and Hardware Input/output devices: motherboard, types of motherboards, SMPS troubleshooting, Inside the PC: Opening the PC and identification of various components, study of different blocks, assembling and disassembling, modification, and replacement of components		
<b>II</b>	<b>Networking:</b> Network basics and configuration: Setting IP addresses and sharing files and folders Network troubleshooting, PING test, ipconfig and network testing commands, crimping, etc. Network Types: LAN, WAN, MAN, and PAN Setting of the network connection, Networking Model: The OSI Model and TCP/IP Model work with various networking devices: routers, switches, modems, hubs, etc. working with Wired and wireless technology.		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li><b>Operating System Concept</b> – Silberschatz, Galvin &amp; Gagne, John Willey &amp; Sons Inc, Haboken, NJ</li> <li><b>The UNIX Programming Environment</b> – Kernighan &amp; Pike, PHI, London</li> <li><b>Linux: The Complete Reference (Sixth Edition)</b> – Richard Petersen, McGraw Hill, New Delhi</li> <li><b>The Complete Reference, PC Hardware</b> – Craig Zacker John Rourke, McGraw Hill, New Delhi</li> <li><b>Cisco Networks</b> – Christopher Carthern, William Wilson, Noel Rivera, Richard Bedwell</li> <li><b>Computer Networks</b> – Fourth Edition, Andrew S., Tanebaum</li> </ol>			

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**Semester – I**

<b>Basics of Communication Skills (BCCA 1.5.1)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
<b>Objectives:</b> 1. To develop communication skills 2. To improve the oral and written skills 3. To understand the various types of communication			
<b>Learning outcome:</b> After learning this subject, students would be able to understand: 1. The Importance and need of communication skills. 2. The process and features of communication. 3. Mediums of communication – Oral, written, print, electronic.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	1. Definition and importance of communication 2. Features and types of communication--- upward, downward, horizontal, vertical etc. 3. Process/ Cycle of communication---- sender, receiver, channel, feedback etc. 4. Verbal/ Non – Verbal communication---- gesture, posture, eye contact etc. 5. Oral & Written communication---- Advantages & Disadvantages		
<b>II</b>	1. Medium and Channels of communication 2. Print Media 3. Electronic Media 4. Advantages and Disadvantages of Print and Electronic media 5. Internet---- Advantages & Disadvantages		
<b>Books Recommended:</b> 1. <b>Business Communication</b> – Urmila Rai, S.M. Rai - (Himalaya Publishing House) 2. <b>Business Communication</b> – V. K. Jain & Omprakash Biyani (S. Chand) 3. <b>Business Correspondence and Report Writing</b> – R. C. Sharma & Krishna Mohan (Tata McGraw-Hill) 4. <b>Developing Communication Skills</b> – Krishna Mohan & Meera Banerji (Macmillan)			

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**Semester – I**

<b>Management Skills (BCCA 1.5.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
<b>Objectives:</b> 1. To understand Management Skills 2. To understand its importance 3. To develop efficient Management system			
<b>Learning outcome:</b> After learning this subject, students would be able to understand: 1. The Importance and scope of Management and role of Managers 2. The importance of planning and organizing 3. Leadership for proper management			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	i) Meaning, Objectives, Scope, Importance of Management ii) Functions of Management, Role of Managers, Quality of Managers. iii) Planning: Meaning, Importance, Objectives, Types and Limitations of Planning, Essentials of good plans. iv) Organizing: Meaning, Principles, Importance and Types of Organization. v) Co-Ordination: Meaning, Concept, Importance, Need of Coordination.		
<b>II</b>	i) Types of Management Skills----Technical, personal, Human or Interpersonal etc. ii) Technical Skills-Use of gadgets for proper management iii) Personal Skills-Integrity, dedication, empathy iv) Interpersonal Skills-communication Skills-Oral, written, non-verbal, listening v) Leadership Skills-Personality skills, self-confidence, negotiation, persuasion skills		
<b>Books Recommended:</b>			
1. <b>Essential of Business Administration</b> – K. Aswathapa, Himalaya Publishing House. 2. <b>Management</b> – Concept and Strategies, J. S. Chandan, Vikas Publishing. 3. <b>Principles of Management</b> – Tripathi, Reddy, Tata McGraw Hill. 4. <b>Principles of Management</b> – Ramasamy T, Himalaya Publishing House. 5. <b>Principles of Business Management</b> – Sherlekar, Himalaya Publishing House.			



Name of Course: B.Com. (CA) (Major in Computer Application)

Semester – I

Hindi (BCCA 1.6.1)

Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
<p>उद्देश्य: कोई भी भाषा मनुष्य को परिष्कृत, परिमार्जित और संस्कारित बनाकर उसके व्यक्तित्व के गुणों को सुवासित कर समाज में फैलाती है। आधुनिकता के इस युग में समय की मांग को देखकर युग के साथ कदम से कदम मिलकर चलने के लिए हिंदी ने अपने पुरातन रूप को परिवर्तित कर व्यावहारिक हिंदी को अपनाया।</p>			
<p>परिणाम एक विश्लेषण:</p> <ol style="list-style-type: none"><li>साहित्य अध्ययन द्वारा विद्यार्थियों में साहित्य रूचि जागृत हुई।</li><li>इस व्यावहारिक हिंदी के माध्यम से हिंदी भाषी व्यक्ति रोजगार के क्षेत्र में स्वयं को सिद्ध कर सकता है। वैश्वीकरण के इस युग में व्यक्ति हिंदी के अध्ययन द्वारा चरित्र निर्माण के साथ साथ जीविकोपार्जन भी कर सकता है।</li></ol>			
Unit	Content		
<b>I</b> साहित्यिक हिंदी	गद्य भाग ➤ व्यवसाय का सत्य (श्री जैनेन्द्र कुमार) ➤ नेतृत्व : इंफोसिस यात्रा के दौरान सीखे सबक ( नारायण मूर्ति) पद्य भाग ➤ नागरी और हिंदी (मैथिली शरण गुप्त) ➤ प्रगति/ हार (अरविन्द भट्ट)		
<b>II</b> व्यावहारिक हिंदी	➤ साक्षात्कार : स्वरूप, परिभाषा , विशेषताएँ , प्रकार , पूर्व तैयारी , समस्याएँ , व्यावहारिक रूप ➤ हिंदी पत्रकारिता : परिचय और विकास , पत्रकारिता लेखन , समाचार लेखन , फीचर लेखन		
<b>Books Recommended:</b>			
संदर्भ ग्रंथ :- १. राष्ट्रसंत तुकडोजी महाराज नागपुर विद्यापीठ की B.COM हिंदी की पाठ्य पुस्तक २. प्रयोजन मूलक हिंदी : डॉ. पी. लता			

Name of Course: B.Com. (CA) (Major in Computer Application)

Semester – I

Marathi (BCCA 1.6.2)

Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
<p><b>उद्दिष्टे:-</b> भाषा मानवाला परिष्कृत, परीमार्जीत आणि संस्कारित बनवून त्यांच्या व्यक्तित्व गुणांचा सुवास समाजामध्ये पसरविण्याचे कार्य करीत असते. विद्यार्थ्यांना उद्यमशील प्रेरणेबरोबरच मानवी जीवनातील उच्च मूल्यांची ओळख करून देणे. वैश्विकरणाच्या युगात चारित्र्यनिर्मिती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सिद्ध करण्यासाठी व्यावहारिक मराठीला उपजीविकेचे साधन म्हणून स्वीकारणे. मराठी भाषेचा अभ्यास करणाऱ्या व त्यासोबतच स्पर्धापरीक्षेची तयारी करणाऱ्या विद्यार्थ्यांमध्ये निबंध लेखनाचे कौशल्य विकसित करणे.</p>			
<p><b>Learning outcome:</b> <b>साध्य (अध्ययन निष्पत्ती):</b></p> <p>घटक 1 – (गद्य विभाग) आणि घटक 2 (पद्य विभाग) लेखक, कवी आणि कवयित्री यांच्या साहित्याचे विद्यार्थ्यांनी आवडीने अध्ययन करून त्यांची समाजोपयोगी मते जाणून घेतली.</p> <p>घटक 2 – वैश्विकरणाच्या युगात चारित्र्यनिर्मिती बरोबरच व्यक्तीला रोजगाराच्या क्षेत्रात स्वयंपूर्ण सिद्ध करण्यासाठी व्यावहारिक मराठीला उपजीविकेचे साधन म्हणून स्वीकारणे.</p>			
Unit	Content		
I साहित्यिक मराठी	गद्य भाग पद्य भाग		
II व्यावहारिक मराठी	<ul style="list-style-type: none"><li>➤ मुलाखत लेखन : ( स्वरूप , पूर्वतयारी , प्रकार , प्रात्यक्षिके)</li><li>➤ बातमी लेखन : परिचय आणि विकास , वृत्तपत्र लेखन</li></ul>		
<b>Books Recommended:</b>			
<b>संदर्भ ग्रंथ :-</b>			
१. राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठाचे B.COM मराठीचे पाठ्य पुस्तक			
२. सुगम मराठी व्याकरण व लेखन - मो. रा. वाळम्बे			

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**Semester – I**

<b>Ancient Indian Education System (BCCA 1.7)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Indian Knowledge System
<b>Objectives:</b> 1. To acquaint the students about our ancient Indian education system. 2. To understand the rich knowledge systems in the past. 3. To understand the development of education in India			
<b>Learning outcome:</b> After learning this subject, students would be able to understand: 1. The rich knowledge systems in ancient India. 2. Changes in the education system over the years. 3. To understand our great culture and knowledge inheritance.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	Introduction to ancient education systems- i) Features of Ancient Indian Education ii) Sources of Education- Vedas, Upanishad, Brahmanas etc iii) Objectives of studying the Vedas, Upanishad etc iv) Indigenous Education: Home, Temples, Pathshalas, Gurukuls v) The concept of Gurukuls and teaching at Gurukuls		
<b>II</b>	i) Education in post Vedic period ii) Ancient Universities in Buddhist period- Takshshila , Kashi Nalanda, Valabhi Vikramshila iii) Features and objectives of the universities iv) Merits and Demerits of the ancient education system		
<b>Books Recommended:</b> 1. <b>Education in Modern India</b> – Damal B.D. and Dash B.N, Kalyani Publisher, New Delhi (2005) 2. <b>History of Education in India</b> – Ghosh, S.C, Rawat Publications, (2007) 3. <b>History of Education in India</b> – Rawat Publications, Ghosh, S.C, (2007) 4. <b>A History of Education in India</b> – Nurullah and Naik, Macmillan, Bombay. P.L. Rawat, (1995)			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – I**

<b>Environment and Sustainable Development (BCCA 1.8)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Value Education Courses
<b>Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understanding the concept of sustainable development: Students should be able to define and explain the concept of sustainable development, including its key principles and components.</li> <li>2. Identifying sustainability challenges: Students should be able to identify and analyze sustainability challenges facing the planet, such as climate change, biodiversity loss, resource depletion, and pollution and suggest a possible solution for the same.</li> </ol>			
<b>Learning outcome:</b> After learning this subject, students would be able understand:			
<ol style="list-style-type: none"> <li>1. The learner would understand the importance of sustainable development.</li> <li>2. The learner would be able to comprehend sustainable challenges.</li> </ol>			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	<b>UNIT I:</b> <b>Multidisciplinary Nature of Environmental Studies</b> – Concept of Environment, Scope of Environmental Studies, Need for public Awareness, Environmental Degradation, Shelter Security, Economic Security, Social Security, Effects of Housing on Environment, Effects of Industry on Environment. <b>Environmental issues and crisis</b> – Carbon Credits, Resource degradation, greenhouse gases, desertification, natural calamities and social insecurity, Industrialization, Globalization and Environment, Global Warming.		
<b>II</b>	<b>UNIT II:</b> <b>Sustainable Development</b> – History and emergence of the concept of Sustainable Development, Definition of Sustainable Development, Sustainable development practices in modern era. <b>Sustainable Development Goals (SDGs):</b> Introduction to Sustainable Development Goals (SDGs) established by United Nations, Need and Purpose for establishment of SDGs, SDG 6: Clean Water and Sanitation, SDG 7: Affordable and Clean Energy, SDG 11: Sustainable Cities and Communities, SDG 13: Climate Action, SDG 17: Partnerships for the goals		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li>1. <b>The Sustainability Revolution:</b> Portrait of a Paradigm Shift by Edwards, Andres R., New Society Publishers, 2005.</li> <li>2. <b>Sustainable development in India:</b> Stocktaking in the run up to Rio+20: Report prepared by TERI for MoEF, 2011.</li> <li>3. <b>Report of the Department for Policy Coordination and Sustainable Development (DPCSD),</b> United Nations Division for Sustainable Development.</li> <li>4. <b>Corporate Social Responsibility Part I, Part II, Part III</b> – David Crowther and Guler Aras</li> </ol>			

Name of Course: B.Com. (CA) (Major in Computer Application)

Semester – II

C#.NET (BCCA 2.1)

Teaching Hours: 4	Total Credits: 4	Total Marks: 40+30+30 = 100	Group: Major Core
<b>Objectives:</b> <ol style="list-style-type: none"><li>1. To make the students familiar with C# Programming Language basic concepts.</li><li>2. To make the students familiar with the C# Environment.</li></ol>			
<b>Learning Outcome:</b> <ol style="list-style-type: none"><li>1. Students would be able to develop native windows applications by learning of C#.</li><li>2. Students will be able to develop software components suitable for deployment in distributed environments.</li></ol>			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	Introduction to C#, An Overview of C#, Data Types, Literals, and Variables, Operators, Program control statements, Introducing classes and objects, Arrays and strings, A closer look at methods and classes. Operator Overloading, Inheritance, Interfaces, structure and Enumeration, Exception Handling		
<b>II</b>	Delegates and Events, Applying Events: Namespaces, preprocessor and assemblies, Unsafe code, Pointers, Miscellaneous keywords, Constructors, Overloaded Constructors, Static Constructors, Private Constructors, Copy Constructors, Destructors		
<b>III</b>	Introduction and Understanding .NET with C# Environment –The .NET Strategy, .NET Framework, Origin of .NET Technology, The Common Language Runtime, User and Program Interface, Visual Studio .NET, .NET Languages, C# and .NET., Boxing and Unboxing, Passing String Objects to Write Line Method, Multiple Main Methods, Compile Time Error, Type Conversion.		
<b>IV</b>	Exploring the C# library, system Namespace, string and formatting, Multithreaded programming, Basic Windows programming, Advanced Windows forms features, Deploying Windows Application.		
<b>Books Recommended:</b>			
<b>1. The complete reference C# 2.0</b> , Schildt Herbert, Publisher McGraw-Hill Professional Publishing, New Delhi			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – II**

<b>Basics of Economics (BCCA 2.2.1)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
<b>Objectives:</b> 1. To provide the students an understanding of basic concepts of business economics. 2. To make the students familiar with the fundamentals of economics.			
<b>Learning Outcomes:</b> 1. The students will be able to understand the basic concepts of economics and contribution by traditional economists and would be aware about the central problems of the economy. 2. The students will be able to understand how the individuals make decisions on the basis of choice, satisfaction and income level.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	<b>Introduction to Economics</b> <ul style="list-style-type: none"><li>• Economics - Meaning, Nature, Scope, Importance</li><li>• Contribution of Economists - Adam Smith, Alfred Marshal, Lionel Robbins - Definition, Features, Criticisms</li><li>• Central Problems of Economic System</li><li>• Production Possibility Curve - Meaning, Properties</li></ul>		
<b>II</b>	<b>Foundation of Economic Analysis</b> <ul style="list-style-type: none"><li>• Micro &amp; Macro Economic Analysis - Meaning, Definition, Features, Merits, Demerits</li><li>• Case Study on Bajaj Auto (Micro Analysis), Case Study on Automobile Sector (Macro Analysis)</li><li>• Utility Analysis - Meaning, Features, Types</li><li>• Law of Diminishing Marginal Utility - Meaning, Definition, Concept, Assumptions, Exceptions</li><li>• Law of Equi Marginal Utility - Meaning, Definition, Concept, Assumptions, Limitations/Criticisms.</li></ul>		
<b>Books Recommended:</b>			
1. <b>An Introduction to Modern Economics</b> , Hardwick, Khan & Langmead, Longman London & New York. 2. <b>Modern Economics</b> – H. L. Ahuja, S. Chand & Co Ltd, Latest Edition. 3. <b>Micro Economics</b> – P. N. Chopra, Kalyani Publishers. 4. <b>Principles of Economics</b> – D. M. Mithani, Himalaya Publishing House, Latest Revised Edition. 5. <b>Modern Economic Theory</b> – K. K. Dewett, S. Chand & Co Ltd, Latest Revised Edition. 6. <b>Advance Micro Economic Theory</b> – M. Maria John Kennedy, Himalaya Publishing House, Latest Revised Edition.			

**Name of Course: B.Com. (CA) (Major in Computer Application)**

**Semester – II**

<b>Legal Aspects of Business (BCCA 2.2.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
<b>Objective:</b> 1. To develop a basic understanding of the business laws – Indian Contract Act, 1872. 2. To develop a basic understanding of business laws – Indian Sale of Goods Act, 1930.			
<b>Learning Outcome:</b> After learning this subject, the student will be able to: 1. Describe and explain rights and duties of respective parties under different types of contracts. 2. Analyse the salient features of Indian Sale of Goods Act, 1930 and its applications in real life situations.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	<b>INDIAN CONTRACT ACT, 1872</b> 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. Performance of a contract, Types of performance, Discharge of contract, Breach of contract, Remedies for breach of contract. Quasi contract, Contingent Contract		
<b>II</b>	<b>SALE OF GOODS ACT, 1930</b> 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.		
<b>Books Recommended:</b>			
1. <b>Business Laws</b> , Kapoor N.D., Sultan Chand & Sons, New Delhi 2. <b>Intellectual property Rights &amp; Law</b> , G.B. Reddy –Gogia Law agency Hyderabad. 3. <b>Law and Practice of intellectual Property</b> , Vikas Vashisht, Bharat Law House Delhi, 1999. 4. <b>I.T. Rules with Information Technology Act, 2000</b> , Taxmann Publication Pvt. Ltd. New Delhi 5. <b>Law of Information Technology</b> , Paintall D; Taxmann Publication Pvt. Ltd., New Delhi			

Name of Course: B.Com. CA (Major in Computer Application)

Semester – II

Thoughts of Management (BCCA 2.2.3)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Minor
<b>Objectives:</b> 1. To understand the basic concepts and principles in Management Thought. 2. To study the strategic approaches to managing a business successfully in a global context.			
<b>Learning Outcomes:</b> After learning this subject, students will be able to: 1. Understand various perspectives and concepts in the field of Modern Management. 2. Develop skills for applying these Management concepts to emerging business problems.			
Unit	Content		
I	<b>Development of Management Thought:</b> Scientific Management Concept of F.W. Taylor, Functional Management Theory of Henry Fayol, Human Relations Movement of Elton Mayo. Behavioural Sciences Movement of A. Maslow, The Modern Period Management and New Schools of Management thought. Comparison of Scientific Management and Modern Management Concept.		
II	<b>Schools of Management Thought:</b> Social System School of Chester Bernard, Features, Contribution and Limitations of Social System School of Management. Quantitative School Features, Contributions and Criticisms of Quantitative School of Management. , Decision Theory School- Features, Contributions and Limitations , Contingency Theory School- Introduction, Features Contribution and Limitations.		
<b>Books Recommended:</b>			
1. <b>Organisation and Management</b> – Dr. C.B. Gupta, Shatya Bhavan Publication Agra. 2. <b>Principles and Practices of Management</b> – L. M. Prasad, Sultan Chand & Sons New Delhi (2019). 3. <b>Development of Management Thoughts</b> – Pollard, Think Inc (28 June 2019), Amazon Asia-Pacific Holdings Private Limited. 4. <b>Principles of Business Management</b> – T. Ramasamy, Himalaya Publication House Mumbai, 5. <b>Management: Challenges in 21st Century</b> – S.H. Goodman & P.M. Fandt, Vintage Publishing House.			



Name of Course: B.Com. CA (Major in Computer Application)

Semester – II

Fundamentals of Financial Accounting (BCCA 2.3.1)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b> The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.			
<b>Learning Outcomes:</b> 1. To understand the fundamentals of accounting and the process of recording transactions in a journal. 2. To get acquainted with the concept and process of preparing ledgers and trial balance.			
Unit	Content		
I	<b>Fundamentals of Accounting:</b> <b>Theory:</b> Meaning and scope of Accounting, Need, Development & Definition of accounting, Branches of accounting and Principles, Concepts and Conventions of accounting, Journal Entries of Transactions; Meaning, importance and benefits of Accounting Standards. <b>Practical Problems:</b> Preparation of Journal of Sole Proprietor.		
II	<b>Ledger and Trial Balance:</b> <b>Theory:</b> Meaning of Ledger, different types of ledgers, importance and objectives of ledgers, meaning of trial balance, importance and objectives of trial balance, uses of trial balance, advantages and limitations of trial balance. <b>Practical Problems:</b> Preparation of Ledgers, Simple Cash Book, Simple Bank Book and Trial Balance		
<b>Books Recommended:</b>			
1. <b>Financial Accounting – Paul, S. K,</b> New Central Book Agency 2. <b>Financial Accounting for Managers – Ghosh, T. P.</b> Taxman Allied Service 3. <b>Financial Accounting – Dr. V. K. Goyal,</b> Excel Books 4. <b>Financial Accounting – Jain S.P., Narang K.L.,</b> Kalyani Publishers, Delhi. 5. <b>Financial Accounting – Grewal, Shukla, S.</b> Chand Publications, Delhi 6. <b>Advanced Financial Accounting – R.S.N. Pillai, Bhagavathi, S. Uma, S. Chand</b> 7. <b>CA Foundation and Intermediate Modules by ICAI.</b>			

**Name of Course: B.Com. CA (Major in Computer Application)**

**Semester – II**

<b>Indian Financial Systems (BCCA 2.3.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objectives:</b> To enable and equip the students with the understanding of Indian Financial System.			
<b>Learning Outcomes:</b> After learning this subject, the students will be able to understand:			
i) The concept of money markets, capital markets and various instruments of money and capital markets.			
ii) The instruments of global capital markets, financial markets.			
Unit	Content		
<b>I</b>	<p><b>Components of formal financial system-</b> Structure &amp; Functions of Financial system, Nature and role of financial institutions and financial markets, financial system and economic growth.</p> <p><b>Money Markets</b> - Overview of money markets, functions &amp; operations, instruments, Treasury Bills and types, Commercial papers, Commercial bills, Call money market, Money market intermediaries, Money markets and monetary policies in India.</p> <p><b>CAPITAL MARKET</b></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>		
<b>II</b>	<p><b>Financial Instruments:</b></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> <p><b>Financial regulations &amp; financial services-</b></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> <p><b>The Derivative Market in India:</b> Meaning of Derivatives; Participants in the Derivatives Markets – Hedgers, Arbitrageurs and Speculators, Types of Financial Derivatives – Forwards, Futures, Options and Swaps.</p>		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li>1. <b>Pathak Bharati (2008): The Indian Financial System –Markets, Institutions, and Services, (2nd Edition)</b>, Pearson Education, New Delhi.</li> <li>2. <b>Financial Institutions and Markets, Growth and Innovation</b>, Bhole L. M., Tata McGraw-Hill, New Delhi, 2008.</li> <li>3. <b>Financial Economics</b>, Bodie, Z. et. el, Pearson Education, New Delhi, 2009.</li> <li>4. <b>Introduction to Futures and Options Market</b>, Hull John, Prentice Hall of India, Delhi, 2002.</li> <li>5. <b>Financial Services</b>, Khan M.Y., Tata McGraw Hill, New Delhi, 2007.</li> <li>6. <b>Management of Banking and Financial Services</b>, Paul, J. and P. Suresh, Pearson Education, Delhi, 2008.</li> <li>7. <b>Reserve Bank of India (various issues) Report on Currency and Finance</b>, RBI, Mumbai.</li> <li>8. <b>Reserve Bank of India</b>, Occasional Papers, Vol. 18, Nos. 2 &amp; 3, RBI, Mumbai 1997.</li> <li>9. <b>Derivatives: An Introduction</b>, Strong, R. A., Thomson Asia Pvt. Ltd, Bangalore, 2002.</li> <li>10. <b>Futures and Options</b>, Sridhar, A. N., Equities and Commodities; Shroff Publishers, Mumbai 2006.</li> </ol>			

Name of Course: B.Com. CA (Major in Computer Application)

Semester – II

**Mathematics (BCCA 2.4.1)**

Teaching Hours: 2

Total Credits: 2

Total Marks:  
35+15 = 50

Group: Generic/Open  
Electives

**Objectives:**

1. The objective of this course is to familiarize students with the applications of mathematics.
2. To make the students familiar with statistical techniques in business decision-making.

**Learning Outcomes:**

1. To understand and learn the application of measures of central tendency and measures of dispersion.
2. To understand practical applications of business mathematics.

Unit	Content
I	Simple & Compound Interest, Measures of Central Tendency, Measures of Dispersion.
II	Percentages, Profit, Loss and Discount, Ratio, Proportion and Variations, Partnership, Probability, Permutation and Combination.

**Books Recommended:**

1. **Business Management and Statistics**, N G Das J K Das, Tata McGraw Hill, New Delhi
2. **Business Mathematics**, Mrintunjay Kumar, Vikas Publishing House Pvt. Ltd, New Delhi.
3. **Mathematics & Statistics**, Ajay Goel, Alka Goel, Taxmann, New Delhi.
4. **Business Mathematics and Statistics**, Dr. S. R. Arora, Dr. Kavita Gupta, Taxmann, New Delhi
5. **Statistics & Mathematics**, S. C. Gulhane, Sheth Publisher



Quantitative Aptitude and Logical Reasoning (BCCA 2.4.2)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Generic/Open Electives
<b>Objective:</b> <ol style="list-style-type: none"> <li>To develop an understanding of the basic mathematical and statistical tools and their application in business and finance.</li> <li>To develop logical reasoning skills and apply the same in simple problem solving.</li> <li>The students should be able to evaluate various real-life situations by resorting to analysis of key issues and factors.</li> </ol>			
<b>Learning Outcome:</b> After learning this subject, the student will be able to understand: <ol style="list-style-type: none"> <li>Concept of ratio, proportion and indices.</li> <li>Concepts of permutations and combinations and logical reasoning.</li> </ol>			
Unit	Content		
I	<b>Ratio &amp; Proportion and Indices</b> <b>Ratio</b> - Meaning, properties, the concept & application of inverse ratio. <b>Proportion</b> – Meaning, properties of proportion, laws on proportion (Invertendo, Alternendo, Componendo, Dividendo) <b>Indices</b> – Meaning of indices & laws of indices (Easy applications)		
II	<b>Basic Concepts of Permutation &amp; Combination</b> Introduction, factorial, problems on permutations including circular permutation with restrictions and problems on combination (easy to moderate level). <b>Logical Reasoning</b> Number series, Alphabet series, letter coding, number coding and blood relations. (Basic & Moderate level)		
<b>Books Recommended:</b> <ol style="list-style-type: none"> <li><b>Quantitative Aptitude for competitive exams</b>, Dr. R. S. Agrawal, S. Chand.</li> <li><b>A Modern Approach to Logical Reasoning</b>, Dr. R. S. Agrawal, S. Chand</li> <li><b>Quantitative Aptitude for all competitive exams</b>, Abhijit Guha, Tata Mac Graw Hill.</li> <li><b>Quantitative Aptitude for CAT</b>, Deepak Agrawal &amp; D. P. Gupta.</li> <li><b>Quantitative Aptitude</b>, Shripad Deo, Allied Publishers Pvt. Ltd.</li> <li><b>ICAI study module of CA Foundation course</b>, Paper 3 Business Mathematics &amp; Logical Reasoning &amp; Statistics.</li> </ol>			

Name of Course: B.Com. CA (Major in Computer Application)

Semester – II

Basics of Tally Prime (BCCA 2.5)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+5+10 = 50	Group: Vocational Skill Courses
<b>Objectives:</b> 1) To acquaint students with the Basics use of Tally Prime. 2) To acquaint students with practical understanding of creation of accounting and inventory masters, accounting of various business transactions, accounting of taxes (GST), daily accounting reports etc.			
<b>Learning Outcomes:</b> After learning this subject, students will be able to: 1) Understand the installation procedure of Tally Prime, Creation of Company in Tally Prime, Creation of Accounting Masters in Tally Prime. 2) Understand creation of Inventory Masters, Maintenance of Godowns, Activation of GST and Accounting of GST transactions and various reports (Day Book, Trial Balance, Profit & Loss A/c, Balance Sheet and Stock Summary) in Tally Prime.			
Unit	Content		
I	<b>Introduction to Tally Prime</b> – Installation Procedure, Opening Tally Prime, Creating a Company. <b>Creating Accounting Masters</b> – Introducing Groups, Introducing Ledgers, Introducing Vouchers and accounting vouchers transactions.		
II	<b>Creating Inventory Masters</b> – Stock Groups, Stock Items, Unit, Godown and inventory vouchers transactions. <b>Introduction to GST</b> – GST activation, GST Ledgers, GST Invoicing, Working with GST Reports. <b>Reports</b> – Day Book, Trial Balance, Profit & Loss A/c, Balance Sheet and Stock Summary.		
<b>Books Recommended:</b>			
1. <b>Tally Prime</b> – Tally Education Private Ltd (TEPL). 2. <b>Official Guide to Financial Accounting Using Tally Prime</b> – BPB Publications. 3. <b>Mastering in Tally Prime</b> – Ascent Prime Publications. 4. <b>Tally Prime GST</b> – United Publications 5. <b>Tally Prime Training Guide</b> – BPB Publications.			

**Name of Course: B.Com. CA (Major in Computer Application)**

**Semester – II**

<b>Correspondence Skills (BCCA 2.6.1)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
<b>Objectives:</b> 1. To develop written skills 2. To introduce various business letters 3. To introduce to office correspondence			
<b>Learning Outcomes:</b> After learning this subject, students would be able to understand the writing of different types of business and office correspondence needed for the conduct of business and official work.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	Business Correspondence i) Business Enquiry Letters- Enquiry about products and services with seller; Reply to enquiries from buyer ii) Business Order Letters- placing order about products and services iii) Business Complaint Letters- Writing complaint letters to the seller about bad quality, less quantity, wrong products etc iv) Business Adjustment Letters- providing proper adjustment to the buyer		
<b>II</b>	Job applications/Office/Bank/Insurance Correspondence i) Job applications with Bio-data ii) Memo/Office Order/Office Circular iii) Letters to Banks- Application for loan, bank overdraft, issuance of cheque book, stopping a cheque iv) Letters to Insurance company- Claim, compensation		
<b>Books Recommended:</b>			
1. <b>Business Communication</b> – Urmila Rai, S.M. Rai - (Himalaya Publishing House) 2. <b>Business Communication</b> – V.K.Jain & Omprakash Biyani (S. Chand) 3. <b>Business Correspondence and Report Writing</b> – R.C. Sharma & Krishna Mohan (Tata McGraw-Hill) 4. <b>Developing Communication Skills</b> – Krishna Mohan & Meera Banerji (Macmillan)			

**Name of Course: B.Com. CA (Major in Computer Application)**

**Semester – II**

<b>Public Administration (BCCA 2.6.2)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Skill Enhancement Courses
<b>Objectives:</b> 1. To understand the concept of Public Administration 2. To understand its importance 3. Role of Public Administrators			
<b>Learning Outcomes:</b> After studying this subject, students would be able to understand the administrative systems in India.			
<b>Unit</b>	<b>Content</b>		
<b>I</b>	i) Meaning, scope and significance of Public Administration ii) Public and Private Administration iii) Public Services-Central, State and Local Government iv) Constitutional Framework of Government		
<b>II</b>	i) Basic elements of administrative governance Planning, Organizing, Directing and Controlling ii) Characteristics of Public Administration--- Public interest, Equality in society, Tax collection etc. iii) Role of Public Administration in development- Concept of good governance iv) Union Government-Executive, Parliament, Judiciary		
<b>Books Recommended:</b>			
1. <b>Indian Public Administration</b> – Institutions and Issues, Ramesh K Arora and Rajani Goyal: Vishwa Prakashan, New Delhi, 1996. 2. <b>From Government to Governance</b> – Kuldeep Mathur: National Book Trust, New Delhi, 2010. 3. <b>Indian Administration</b> – Hoshiar Singh: Kitab Mahal, New Delhi, 2004. 4. <b>Indian Administration</b> – S.R. Maheshwari: Orient Longman, Delhi, 2005. 5. <b>Public Administration in India</b> – S.R. Maheshwari: Oxford University Press New Delhi, 2005. 6. <b>Public Administration in India</b> – Padma Ramchandran: National Book Trust, New Delhi, 2006.			

Name of Course: B.Com. CA (Major in Computer Application)

Semester – II

A Better India, A Better World (BCCA 2.7)			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Ability Enhancement Courses
<b>Objectives:</b> 1. To make students understand the important life skills and values to become successful. 2. To motivate students to acquire good values. 3. To make students dream big by overcoming challenges.			
<b>Learning Outcomes:</b> After studying this subject, students would understand: 1. Success tips from Shri Narayan Murthy 2. Qualities needed to become successful			
Unit	Content		
I	From Part I: Address to Students i) Learning from Experience ii) The Indian of the Twenty-first Century iii) Succeeding in the Contemporary World		
II	From Part II: Values i) What Can We Learn from the West ii) The Role of Discipline in Accelerating National Development iii) How Can We Stop Corruption in India		
<b>Books Recommended:</b> A BETTER INDIA, A BETTER WORLD BY N R NARAYAN MURTHY Published by Penguin Random House India, Gurgaon, India, 2010			





**Name of Course: B.Com. CA (Major in Computer Application)**

**Semester – II**

<b>Value Education (BCCA 2.8)</b>			
Teaching Hours: 2	Total Credits: 2	Total Marks: 35+15 = 50	Group: Value Education Courses
<b>Objectives:</b> <ol style="list-style-type: none"> <li><b>Understanding the values, morals &amp; ethics:</b> To impart &amp; inculcate the importance of value-based living. Student should be able to understand the teachings of great Indian leaders and their relevance in today's world.</li> <li><b>Sensitization of students for Nation Building:</b> Sensitization of students on various facets like Human rights, Duties &amp; Responsibilities of citizens, etc.</li> </ol>			
<b>Learning Outcomes:</b> After learning this subject, students would be able - <ol style="list-style-type: none"> <li>To build a strong base of high morals, values &amp; ethics in life.</li> <li>To appraise Indian values and to contribute to nation building.</li> </ol>			
Unit	Content		
<b>I</b>	<b>UNIT I Morals, Values &amp; Ethics:</b> <ol style="list-style-type: none"> <li>Meaning &amp; definition of morals, values &amp; ethics. Types of values and need of value education.</li> <li>Important values in Human Life – Integrity, truth, commitment, empathy, honesty, punctuality, unity, forgiveness, love, teamwork, ability to sacrifice, care, positive &amp; creative thinking.</li> <li>Role of values in education.</li> <li>Teachings of great Indian Leaders: - Seven Deadly Sins by Mahatma Gandhi and Ten Golden Teachings of Swami Vivekanand.</li> </ol>		
<b>II</b>	<b>UNIT II</b> <b>A – Values &amp; Self:</b> <ol style="list-style-type: none"> <li>Self-confidence - Theories of self confidence</li> <li>Stress Management - Techniques of Stress Management</li> <li>Self-acceptance – Techniques and importance</li> <li>Self-growth – Role of spirituality, meditation, yoga in self-growth.</li> </ol> <b>B – Values &amp; Nation Building:</b> <ol style="list-style-type: none"> <li>Sensitization for values, rights &amp; duties – Sensitization to constitutional obligations, Gender sensitization &amp; Cultural sensitization (Meaning, role &amp; importance)</li> <li>Dr. A. P. J. Kalam's Ten points for enlightened citizenship</li> </ol>		
<b>Books Recommended:</b>			
<ol style="list-style-type: none"> <li><b>Vivekananda, Swami. "Personality Development"</b> – Advaita Ashrama, Kolkata, 2008.</li> <li><b>"Value Education"</b> – Dr. Kiruba Charles and V Arul Selvi</li> <li><b>"Wings of Fire"</b> – Dr. A. P. J. Kalam</li> <li><b>Skill Development</b> – Dr. Mohini T. Bhelwani, Shree Sainath Prakashan, Nagpur</li> </ol>			